# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306
Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk


31 May 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 6 June 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. 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 the Annual Meeting of Council held on 9 May 2024 (Pages 1549 - 1558)**

**5. Herefordshire Councillors' Reports (To Follow)**

To receive reports from Ledbury Ward Members:

i. Councillor Harvey
ii. Councillor Peberdy
iii. Councillor Simmons

**6. Mayors Communications (Verbal)**

**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**

**None received**

**MINUTES**

**9. To receive and note the minutes of meeting of the Planning, Economy & Tourism Committee held on 16 May 2024 and to give consideration to any recommendations therein (Pages 1559 - 1565)**

**10. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 May 2024 and to give consideration to any recommendations therein (Pages 1567 - 1573)**

**GOVERNANCE**

**11. Committee Membership**

To consider any requests in respect of committee Membership for the 2024/25 Municipal year

**12. General Election Advice for Members** (for information only) **(Pages 1575 - 1577)**

**13. Internal/External Audit (Pages 1579 - 1636)**

Annual Governance Accountability Return 2022/23

**14. Update on Committee Structure Task & Finish Group (Verbal update)**

**FINANCE**

**15. Invoices for payment (June Interim) (Pages 1637 - 1638)**

**GENERAL**

**16. Request from other Committees/Working Parties (Pages 1639 - 1642)**

**John Masefield Working Party**

**17. Officer Reports (Pages 1643 - 1656)**

i. Town Clerk
i. Deputy Clerk
ii. Community Development Officer

**18. Outside Bodies (Pages 1657 - 1662)**

i. Membership – Deferred from Annual Meeting

- Ledbury Carnival Association
- Ledbury Consolidated Charities – previously Councillor Eakin
- RMTG Local Councillor Panes
  - Vulnerable Young People – Previously Councillor Sinclair who has advised he no longer wishes to be the Council representative
  - Vulnerable Older People – Previously Councillor Howells – awaiting response from RMTG as to whether these groups are still functioning

ii. Minutes of a meeting of Ledbury Strömstad Twinning Association held on 8 March 2023

iii. Minutes of a meeting of Ledbury Carnival Association held on 1 May 2024

**19. Traffic Regulation Order (TRO) Scheme on Various Roads, Ledbury, Herefordshire (Pages 1663 - 1693)**

To give consideration to and provide response to the attached Notice of Proposals documents in respect of proposed TRO by the deadline date of 14 June 2024

**20. Request from Tarrington Parish Council (Pages 1695 - 1696)**

**21. Request in respect of campaign to improve the safety of lithium batteries (used in e-bikes and e-scooters) and their disposal (Pages 1697 – 1701)**

**22. Date of next meeting**

To note that the next meeting of Council is scheduled for 1 August 2024 in the Council Offices

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

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

# LEDBURY TOWN COUNCIL

## MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 9 MAY 2024

---

**PRESENT:** Councillors Bradford, Chowns, Furlonger, Harvey, Howells, Hughes, I'Anson, Morris, Newsham & Sinclair.

**ALSO PRESENT:** Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
1 member of the public

A minute's silence was held for Members to pay their respects to all those who have lost their lives in the last 12 months.

Councillor Harvey arrived at 7:01pm.

**C240. TO ELECT A TOWN MAYOR FOR THE 2024/25 MUNICIPAL YEAR**

Councillor Bradford nominated Councillor Chowns, seconded by Councillor Howells.

No other nominations were received.

**RESOLVED**

**That Councillor Stephen Chowns be duly elected to the position of Town Mayor for the 2024/25 Municipal Year.**

Councillor Chowns received his Chain of Office from Councillor I'Anson, the outgoing Mayor, and made his declaration of office to the role of Town Mayor.

**C241.** a. **VOTE OF THANKS TO OUTGOING CHAIRMAN**

**RESOLVED**

**That a vote of thanks be given to the outgoing Mayor, Councillor Helen I'Anson, for all her hard work over the past year.**

b. **RETIRING MAYOR'S RESPONSE AND CLOSING REMARKS**

**RESOLVED**

**The Retiring Mayor gave a short speech about her year in office following which she presented the new Mayor, Councillor Chowns, with a letter of resignation, with immediate effect.**

The Mayor advised that it was regrettable that she had resigned and presented her with her Past Mayor's Badge.

DRAFT

Mrs I'Anson and 1 member of the public left the meeting at 7:20pm.

**C242. TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**C243. TO ELECT A DEPUTY TOWN MAYOR FOR 2024/25 MUNICIPAL YEAR**

Councillor Hughes nominated Councillor Harvey; this was seconded by Councillor Howells, a vote took place 6 members voted for, 2 voted against and 1 abstained.

No other nominations were received.

**RESOLVED**

**That Councillor Harvey be duly elected to the position of Deputy Town Mayor for the 2024/25 Municipal Year.**

Councillors Bradford and Sinclair left the meeting at 7:24pm.

**C244. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

Councillors Harvey and Morris declared a pecuniary interest in agenda item no. 12 – 'To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 2 May 2024 and to give consideration to any recommendations therein' - Bye Street toilets due to them both being Members of 'Love Ledbury'.

Councillor Morris declared a pecuniary interest in agenda item no. 32 – 'Recommendation from John Masefield Memorial Working Party'.

Councillor Furlonger declared a personal interest in agenda item no. 32 – 'Recommendation from John Masefield Memorial Working Party'.

**RESOLVED**

**That when these items were to be discussed the Councillors who had made a declaration of interest would leave the room.**

**C245. PUBLIC PARTICIPATION**

**RESOLVED**

**No members of the public were present.**

**C246. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11 MAY 2023, HAD BEEN FORMALLY APPROVED**

DRAFT

**AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 25 MAY 2023**

**RESOLVED**

**That the minutes of the Annual Council meeting held on 11 May 2023 be received and noted.**

**C247. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 28 MARCH AND THE RECONVENED MEETING HELD ON 10 APRIL 2024**

**RESOLVED**

**That the minutes of the meeting of Full Council held on 28 March and 10 April 2024 be approved and signed as a correct record.**

**C248. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 25 APRIL 2024**

**RESOLVED**

**That the minutes of the Annual Parish Meeting, held on 25 April 2024, be received and noted.**

**C249. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 APRIL 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

**RESOLVED**

1. **That the minutes of a meeting of the Resources Committee held on 4 April 2024, be received and noted.**

2. **That the Clerk be authorised to proceed with advertising for an apprentice Administrator.**

3. **That the Clerk be authorised to proceed with an advertisement for a part-time administrator role (20-hours per week) to support the Clerk.**

**C250. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 11 APRIL 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

**RESOLVED**

1. **That the minutes of the Planning, Economy & Tourism Committee held on 11 April 2024 were received and noted.**

DRAFT

2. **That Ledbury Town Council do not pursue electric hopper buses for Ledbury at this time due to the information acquired from various investigations into the provision. However, the Town Council will keep a watching brief on how Hereford and other cities manage theirs.**

Councillors Harvey and Morris left the meeting at 7:53pm.

**C251. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 2 MAY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

**RESOLVED**

1. **That the minutes of a meeting of the Environment & Leisure Committee held on 2 May 2024 were received and noted.**

2. **That the current lease on the Bye Street toilets be investigated, to establish the length of the current lease.**

3. **If the lease i due to expire soon Ledbury Town Council look at taking it over.**

4. **That Ledbury Town Council work with Love Ledbury to ensure that the public toilets are open for events in Ledbury, such as Community Day, Ledbury Celebration etc. whilst the lease is being investigated.**

5. **That Ledbury Town Council work in partnership with NMITE and Ledbury Places to identify a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.**

Councillors Harvey and Morris rejoined the meeting at 8:04pm.

**C252. TO REVIEW THE COMMITTEE STRUCTURE AND DELEGATION ARRANGEMENTS FOR COUNCIL COMMITTEES, SUB-COMMITTEES AND STAFF, AND APPROVE HE TERMS OF REFERENCE FOR STANDING COMMITTEES FOR THE 2024/25 MUNICIPAL YEAR.**

Discussion took place in respect of the review of the committee structure which Councillors had been working on over the past twelve months. Concerns were raised that with the loss of former Councillor McAll, who had been key in respect of this project, how this would now progress. There were concerns that the Terms of Reference provided with the agenda were not yet aligned with the planned committee structure and the effect this will have on other governance documents.

It was proposed that the change to the committee structure be delayed and reviewed in September 2024, to allow time to ensure all policies and procedures are aligned and that the Council is not doing anything that goes against the statutory requirements for Full Council to make certain decisions.

DRAFT

**RESOLVED**

1. **That the progress made in respect of the Committee Structure review be noted as the way forward, but that adoption of these be deferred until September 2024, to allow time to build a framework and the potential co-option of more Councillors.**

2. **That the Membership of the Council's Standing Committees for the 2024/25 Municipal Year be as follows:**

   **Environment & Leisure Committee**

   **Councillor Chowns**
   **Councillor Furlonger**
   **Councillor Hughes**
   **Councillor Newsham**

   **Finance, Policy & General Purposes Committee**

   **Councillor Harvey**
   **Councillor Howells**
   **Councillor Hughes**
   **Councillor Newsham**
   **Councillor Chowns (Ex-officio)**

   **Planning, Economy & Tourism Committee**

   **Councillor Furlonger**
   **Councillor Harvey**
   **Councillor Howells**
   **Councillor Hughes**
   **Councillor Morris**
   **Councillor Chowns (Ex-officio)**

   **Resources I Committee**

   **To consist of the Mayor, Deputy Mayor, and Chairs of the Standing Committees with the vice-chairs as substitutes.**

**C253. SUSPENSION OF STANDING ORDERS**

**RESOLVED**

**That Standing Orders be suspended to elect Chairs and Vice Chairs to the Council Committees for the 2024/25 Municipal Year.**

DRAFT

**C254. TO ELECT CHAIRS TO THE COMMITTEES FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

**That the following Councillors be elected to act as Chair and Vice Chair for Standing Committees:**

| Committee | Chair | Vice Chair |
|---|---|---|
| Environment & Leisure | Councillor Hughes | Councillor Furlonger |
| Finance, Policy & General Purposes | Councillor Newsham | Councillor Harvey |
| Planning, Economy & Tourism | Councillor Morris | Councillor Furlonger |
| Resources | The Mayor | The Deputy Mayor |

**C255. REINSTATEMENT OF STANDING ORDERS**

**RESOLVED**

**That the Standing Orders were reinstated.**

**C256. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

**That Appendix 4 be approved as the Schedule of Meetings for the 2024/25 Municipal Year subject to the Resources Committee be added to the below dates.**

- **4 July 2024**
- **5 September 2024**
- **7 November 2024**

**C257. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS**

**RESOLVED**

**That the Council's Standing Orders be approved and adopted, with no amendments.**

**C258. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED**

**That the Council's Financial Regulations be approved and adopted, incorporating the recommended changes, as provided by the Clerk.**

DRAFT

**C259. TO NOTE THE COUNCIL'S CODE OF CONDUCT**

**RESOLVED**

**That the Council's Code of Conduct be received and noted.**

**C260. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED**

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

**C261. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

**RESOLVED**

1. **That the following Members be elected as Outside Body Representatives for the 2024/25 Municipal year:**

| OUTSIDE BODY | COUNCILLOR REPRESENTATIVE 2024/25 |
|---|---|
| Age Concern | Councillor Morris |
| Community Choir | Town Mayor (President) |
| Community Hall Association | Councillor Hughes<br>Councillor Morris |
| HALC Executive Committee | Town Mayor |
| Herefordshire Council-Parish Summits | Appropriate Chair or Vice Chair |
| Ledbury Carnival Association | Be deferred to the next meeting of Full Council on 6 June 2024. |
| Ledbury Consolidated Charities | Be deferred to the next meeting of Full Council on 6 June 2024. |
| Ledbury in Bloom | Councillor Howells<br>Councillor Morris |
| Ledbury Strömstad Twinning | Town Mayor<br>Councillor Howells |
| Ledbury Food Group | Councillor Morris |
| Ledbury Food Bank | The Mayor<br>Councillor Morris |
| Ledbury Children's Centre | Town Mayor |
| RMTG Local Councillor Panels – Rural Vulnerable Young & Older People | Clerk to check if they are still in need of representatives. |
| John Masefield Society | Councillor Morris |

DRAFT

2. **That the Clerk write to all organisations in receipt of grants to request an annual report to Council.**

3. **That the following Representatives for Outside Bodies be deferred to the next meeting of Full Council on 6 June 2024.**

   - **Ledbury Carnival Association**
   - **Ledbury Consolidated Charities**
   - **RMTG Local Councillor Panels – Rural Vulnerable Young & Older People**

4. **That Councillor Representative provide either written or verbal reports back to Full Council.**

**C262. TO REVIEW THE COUNCIL'S ASSET REGISTER**

**RESOLVED**

**That the asset register be received and noted.**

**C263. TO REVIEW THE COUNCILS RISK REGISTER**

**RESOLVED**

**That the Risk Register be received and noted.**

**C264. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2024**

**RESOLVED**

**That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted.**

**C265. CORPORATE PLAN**

**RESOLVED**

1. **That all Committees give consideration the Corporate Plan as an agenda item for the first meeting of the Municipal Year.**

2. **That the Corporate Plan be amended ahead of the proposed committee structure meeting in September 2024.**

**C266. TO REVIEW THE FOLLOWING POLICIES AND PROCEDURES**

a. **Complaints Procedure**
b. **Freedom of Information**
c. **GDPR**

DRAFT

**d. Social Media Policy**

**RESOLVED**

**1. That the above policies and procedures be received and noted.**

**2. That the typographical errors identified within the Complaints Procedure be amended**

**3. That 'Twitter' be amended to the new name of 'X' within the Social Media Policy.**

**4. That a communications plan be drafted and submitted to a future meeting of the Finance, Policy & General Purposes Committee for consideration.**

**C267. TO DETERMINE CHEQUE SIGNATORIES FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

**1. That Councillor Newsham replace Councillor Eakin as a cheque signatory for the 2024/25 Municipal Year.**

**2. That the Clerk be authorised to complete a bank mandate in respect of the change of signatory as in 1 above.**

**3. That the Clerk be authorised to complete a bank mandate in respect of the Mayor's Charity account to reflect the 2024/25 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.**

**C268. TO REVIEW COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED**

**That the Council's and/or staff subscriptions to other bodies for the 2024/25 Municipal Year be received and noted.**

**C269. TO REVIEW THE LIST OF DIRECT DEBIT PAYMENTS FOR THE 2024/25 MUNICIPAL YEAR**

**RESOLVED:**

**That the list of direct debit payments for the 2024/25 Municipal Year be received and noted.**

DRAFT

**C270. TO APPROVE INVOICES FOR PAYMENT FOR MAY 2024 (INTERIM)**

**RESOLVED:**

**That the invoices for payment for May 2024 be approved.**

Councillors Furlonger and Morris left the meeting at 9:25pm.

**C271. RECOMMENDATION FROM JOHN MASEFIELD MEMORIAL WORKING PARTY**

**RESOLVED:**

**That designer no. 4 be appointed to work with the John Masefield Memorial Working Party to provide a visual identity for the Masefield Matters project.**

**C272. DATE OF NEXT MEETING**

**RESOLVED**

**To note that the next meeting of Full Council will be held on 6 June 2024.**

**The meeting ended at 9:27pm.**

**Signed …… Dated ……**

DRAFT

# LEDBURY TOWN COUNCIL

## MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 16 MAY 2024

---

**PRESENT:** Councillors Howells, Hughes and Morris (Chair).

**ALSO PRESENT:** Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
1 members of the public

**P226. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Harvey and Furlonger.

**P227. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P228. PUBLIC PARTICIPATION**

Mr Browning advised that he was at the meeting to speak about an item on the action sheet – P194 That a public meeting be set up with Councillors from Ledbury Town Council, Bloor Developments and Planning Officer Andy Byng to allow representatives from Golding Way to have more community engagement in the decision of the proposed pathway from the Viaduct site into Ledbury Town Centre.

**P229. NOLAN PRINCIPLES**

**RESOLVED:**

**The Nolan Principles were received and noted.**

**P230. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY AND TOURISM COMMITTEE MEETING HELD ON 11 APRIL 2024.**

**RESOLVED:**

1. **That the minutes of the Planning, Economy & Tourism Committee meeting held on 11 April 2024 were approved and signed as a correct record.**

DRAFT

## P231. TO REVIEW THE ACTION SHEET

Minute no. P194 on the action sheets was discussed.

The Clerk read an email received from Andy Byng, Planning Officer at Herefordshire Council. The Clerk informed members that she had also spoken with Andy Byng, Planning Officer, who had informed her that he did not consider there was a need for a further meeting in respect of this matter, due to the decision already being made and works being underway.

Mr Browning informed members that it was unfortunate that Bloor had not responded to the Town Council's request for a meeting. Mr Browning advised that he was pleased that the proposed lighting had been changed to be more environmentally friendly. However, he stated he would still like a meeting to take place to discuss how the greenery is being cut back, a fence that has been damaged and to find out what the further plans will look like.

Members informed Mr Browning that if any damage has been made that he should report this on the Herefordshire Council online portal. Members noted the progress of the lighting plans being changed and informed Mr Browning that should he organise a meeting the Town Council Offices could be used as a venue.

**RESOLVED:**

1. **That the Action Sheet be received and noted.**

2. **That Mr Browning would contact Andy Byng and Bloor to arrange a meeting with residents and Ledbury Town Council ahead of the next planning meeting.**

Mr Browning left the meeting at 7:25pm.

## P232. ST KATHERINES SQUARE

Members were requested to give consideration to suggestions for inclusion in a Licence between Ledbury Town Council and Herefordshire Council in respect of St Katherines Square for submission to Helen Beale, Estates Officer, Herefordshire Council.

The Clerk suggested that whilst the details of the licence are being worked through, Ledbury Town Council trial some events on the square, noting that this would provide evidence as to whether there is an appetite for holding events on the square.

DRAFT

**RESOLVED:**

**That the Clerk be instructed to progress the following agreed points with Herefordshire Council Estates Office:**

1. **Ledbury Town Council explore further the option of a license and that a timeline be established for this.**

2. **The Clerk be instructed to complete the 'Expression of Interest' form to avoid delay.**

3. **The Clerk be instructed to have discussions with Herefordshire Council to draft some tentative License options for consideration.**

4. **A TEN (Temporary Events Notice) be applied for the Community Day event scheduled for 8 June 2024 and whilst the details of the licence are being worked out, Ledbury Town Council explore the possibility, with Herefordshire Council, of trialling events on St Katherines Square.**

**P233. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP HELD ON 24 APRIL 2024.**

**RESOLVED:**

**That the notes from the Tourism Task & Finish Group on 24 April 2024 be received and noted.**

**P234. DRAFT TOURISM STRATEGY DOCUMENT**

Councillor Hughes offered to assist the Clerk to put a plan together to recruit 3 self-supporting groups.

Members agreed that consideration should be given to a new Ledbury leaflet needs to be created to promote the town, the Clerk was instructed to put this on the agenda for the next meeting and invite Jane Roberts to attend.

**RESOLVED:**

**That the Committee accept the draft Tourism Strategy Document and that the next step be creating 3 core areas:**

a. **Heritage & History Group**
b. **Hotels & Accommodation**
c. **Performance**

DRAFT

**RECOMMENDATION:**

**That an amended version of the Draft Tourism Strategy be recommended to Full Council at the next scheduled meeting on 6 June 2024.**

**P235. PAINTED ROOM VISITOR NUMBERS**

**RESOLVED:**

**That the Painted Room Visitor Numbers report be received and noted with thanks and that a request be made for charts of trends for the next meeting to analyse the numbers.**

**P236 PLANNING CONSULTATIONS**

i. **Planning Application No. 240894** – Proposed replacement detached dwelling and extension to residential curtilage, following demolition of existing dwelling and detached dwelling – **Land at Bella Vista, Parkway, Ledbury, Herefordshire, HR8 2LG.**

**RESOLVED:**

**That Ledbury Town Council withhold any comments on planning application no. 240894 until a response to the Senior Landscape Officers report is received by Herefordshire Council.**

ii. **Planning Application No. 241039** – Proposed Variation of condition 2 of planning permission 203223 (Proposed detached dwelling) – amendments to design – **Old Kennels Farm, Bromyard Road, Ledbury, Herefordshire, HR8 1LG.**

**RESOLVED:**

**That Ledbury Town Council withhold any comments on planning application no. 241039 until a response to the Senior Landscape Officers report has been received by Herefordshire Council.**

**P237. TABLED APPLICATIONS**

**RESOLVED:**

**There were no tabled applications.**

**P238. PLANNING DECISIONS**

**RESOLVED:**

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

DRAFT

**P239. PLANNING APPLICATION NO. 223248 BUILDING AND CURTILAGE OF GREENACRES BUNGALOW, AND LAND TO THE REAR OF THE KNAPP AND, THE HOMEND, LEDBURY – APPEAL NOTIFICATION**

**RESOLVED:**

1. **That the document prepared by Councillor Howells in respect of the appeal reference: APP/W1850/W/23/3334961 be received with thanks.**

2. **That it be noted that Members are due to meet with Ward Councillor Simmons and Kelly Gibbons (Planning Officer) on Monday, 20 June to discuss Planning Application no. 223248 and submit their comments.**

**P240. HEREFORDSHIRE COUNCIL LOCAL PLAN CONSULTATION**

**RESOLVED:**

**That the Response to the draft Herefordshire Local Plan (Regulation 18) consultation prepared by Councillor Howells be provided to Herefordshire Council.**

**P241. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY UPDATE**

**RESOLVED:**

**That a meeting date be arranged for the Neighbourhood Development Plan Working Party, all Councillors and members of the public to be invited to attend.**

**P242. NOTIFICATION OF TREE PRESERVATION ORDER (NO. 687 NEW STREET, LEDBURY)**

**RESOLVED:**

**Received and noted.**

**P243. JOHN MASEFIELD MEMORIAL WORKING PARTY**

i. **MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 1 MAY 2024**

ii. **REQUEST FROM JOHN MASEFIELD MEMORIAL WORKING PARTY**

DRAFT

**RESOLVED:**

**That the Minutes of a meeting of the John Masefield Memorial Working Party held on 1 May 2024 were received and noted.**

**RECOMMENDATION:**

**That the following recommendations be referred to a meeting of full council scheduled for 6 June 2024:**

1. **The recruitment of two staff by the Council, one being a young person (under 25) as a paid (living wage) intern and a Project Coordinator which would be a full-time role on a salary of circa £27,344-£29,493, which is in line with the Community Engagement Officer's salary, be approved, noting that the funding for these two roles would be part of the NLHF application subject to clarity of payment scales.**

2. **Ledbury Town Council to agree to match funding of £5,000, which would be in addition to the £15,000 the Council has already pledged in support of setting up this project.**

3. **The Council submit the NLHF application, subject to the remaining information being included accordingly.**

4. **Members give consideration as to whether it would be the Council who would be responsible for the monument on completion, and if not who and how it would be maintained, accepting that there is likely to be an annual cost to the council which would be dependent on the design/style of the finished memorial.**

5. **Approval be given to drawing down the remaining funds allocated for the project from within the Council budgets for 2024/25 which there is currently circa £5,000 remaining, to enable a fund-raising event to be held in the Masters House as outlined above and any additional marketing material required.**

**P244. SECTION 106 (STANDING ITEM)**

**NOTIFICATION OF RECEIPT OF S106 MONIES BY HEREFORDSHIRE COUNCIL IN RELATION TO LAND NORTH OF THE VIADUCT SITE**

**RESOLVED:**

**That the Notification of Receipt of S106 Monies by Herefordshire Council in Relation to Land North of the Viaduct Site be received and noted.**

DRAFT

**P245. COMMUNITY INFRASTRUCTURE REPF GRANTS**

**RESOLVED:**

1. **That Carnival Procession Co-ordinator be approached to ask if she could organise a group of mobility scooters to go around town and create a review on where dropped kerbs should be installed.**

2. **That members instruct the Clerk to investigate disable access at Leadon Walk, with a view to submitting an expression of interest either under the PROW funding scheme, or the Infrastructure Funding Scheme.**

**P246. CORRESPONDANCE RECEIVED FROM LOCAL RESIDENT**

**RESOLVED:**

**That the correspondence received from a local resident be forwarded onto Ward Councillor Simmons.**

**P247. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 20 June 2024.**

The meeting ended at 8:37pm.

Signed …….. Dated ……
(Chair)

DRAFT

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

**HELD ON 23 MAY 2024**

---

**PRESENT**: Councillors Harvey, Howells & Newsham.

**ALSO PRESENT**: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

**F152. APOLOGIES FOR ABSENCE**

**Apologies for absence were received from Councillors Hughes.**

**F153. DECLARATIONS OF INTERESTS**

**None received.**

**F154. NOLAN PRINCIPLES**

**RESOLVED:**

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

**F155. PUBLIC PARTICIPATION**

**No members of the public were present.**

**F156. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 21 MARCH 2024**

**RESOLVED**:

**That the minutes of an Extraordinary Meeting of the Finance, Policy & General Purposes Committee held on 21 March 2024 be approved and signed as a correct record.**

**F157. TO REVIEW THE ACTION SHEET**

**RESOLVED:**

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

2. **That minute no. F109.3 be removed from the action sheet, noting the explanation provided by Councillor Harvey in respect of the issues that had been experienced by the Registry Office in past years.**

DRAFT

**F158. INVOICES FOR PAYMENT**

**RESOLVED:**

1. **That the invoices for payment in the sum of £6,867.56 (plus VAT) be approved.**

2. **That the Market Stall electricity be monitored due to increasing prices to ensure that the Council are charging the appropriate amount to traders.**

**F159. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2024**

Members attention was brought to the following error within the receipts and payments:

Page 1071 – first item listed – it was noted that the card machine rental cost for the month had been posted to the wrong nominal code.

**RESOLVED:**

1. **That the receipts and payments for March and April 2024 be received and noted.**

2. **That the Accounts Clerk be asked to make the necessary amendments as listed above.**

**F160. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 12 and 1**

**RESOLVED:**

1. **That the balance sheet and trial balance for months 12 and 1 be received and noted.**

2. **That the Clerk speak to the Tour Guide Leader about recording stock in the Painted Room and that this be provided to the next meeting of Finance, Policy & General Purposes Committee.**

**F161. BUDGET MONITORING REPORTS 1 – 30 APRIL 2024**

**RESOLVED:**

1. **That the Budget Monitoring Reports 1 – 30 April 2024 be received and noted.**

2. **That the Clerk investigate whether 108/4122 Electricity is for a 3-month period.**

DRAFT

3. **That the Clerk check whether the payment made in respect of '4014 Lengthsman Scheme/P3 Scheme' under '125 Green Spaces Maintenance' is for works completed the 2024/25 financial year.**

4. **Members requested that Ledbury in Bloom (115/4650) be moved within the budgets to 214/4650 Grants with Powers.**

5. **That the Clerk be instructed to write to Community Action Ledbury to request a grant feedback report.**

6. **That the Clerk investigate whether the payment to Buses 4us has been coded incorrectly, due to the unspecified grants budget showing an overspend.**

7. **That Members be provided with a breakdown of 401/4482 website.**

8. **That the Grants report needs fully checking and recoded accordingly.**

9. **That the Clerk contact Rialtas to determine whether reports could be downloaded into Excel.**

**F162. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2024**

**RESOLVED:**

**That it be noted that the bank statements and reconciliations for March and April 2024 had been signed by the Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.**

**F163. TO RECEIVE YEAR END REPORTS TO 31 MARCH 2024**

**RESOLVED:**

**That the Year End Reports for the period 1 April 2023 to 31 March 2024 be received and noted.**

**F164. TO REVIEW COUNCIL RESERVES FOR 2024/25**

Members were advised that concerns had been raised by Rialtas at the year-end that the Council's General Reserve is currently very low, and that the Council should consider movements from the Earmarked Reserves to the General Reserve.

**RESOLVED:**

**That the Council Reserves for 2024/25 report be received and noted.**

DRAFT

**RECOMMENDATION:**

**That the following recommendations be submitted to Full Council for approval:**

**1. That £37,442.92 be moved from Earmarked Reserves to General Reserve as detailed below:**

| From Earmarked Reserve | To General Reserve |
|---|---|
| 320 – EMR General | 112.92 |
| 321 and 327 – Recreation ground equipment and Play/Skate Park | 20,330 |
| 325 – Elections | 5,000 |
| 332 – Climate Change | 2,000 |
| 328 – War Memorial | 10,000 |
| Total Movement From EMR To General Reserve | 37,442.92 |

**2. That the following earmarked reserves be amalgamate:**

**Listed Buildings incorporate**
- **War Memorial**
- **Perimeter Wall Cemetery**

**Amenity and Public Spaces**
- **Recreation Ground/Play/Skate Park**
- **Charter Market Improvements**
- **Paths, Bins and Benches**
- **CCTV**

**Community Projects**
- **Traffic Management**
- **Elections**
- **Youth Support**

**3. That the £5,000 underspend for the Youth Drop-in support (CC214/NC4870) be moved to 326 Youth Support.**

**4. That the Internal Auditor be asked whether the Council is making reasonable and sufficient provision to their earmarked reserves year on year.**

## F165. AUDIT REPORTS

Members were requested to give consideration to the 2023/24 Audit Reports provided as a result of the year end close down, and Internal Auditor year-end visit.

As part of the consideration of these reports Members considered whether the Council had put in place and maintained a system of internal control throughout

DRAFT

the 2023/24 financial year, following which they recommended the Statement of Control for approval by Full Council at their meeting on 6 June 2024.

Councillor Harvey asked whether the additional report that Council had requested the Internal Auditor had been received, it was noted that this had been received and reported to council and system put in place were appropriate.

Members asked whether there were internal control systems in place in respect of procurement of goods and services. The Clerk advised that there is a control system in place that all staff are aware of and that is being followed, which provides a method for checking invoices received against purchase orders and goods/services provided, which both the Clerk/RFO and Deputy Clerk are following.

**RECOMMENDATIONS:**

1. **That all relevant documents be submitted to a meeting of Council scheduled for 6 June 2024.**

2. **That the Negative Response from the Internal Auditor and the reasons for this given within the letter be noted and included in the letter from Ledbury Town Council to the External Auditor accordingly.**

3. **That the draft letter provided by the Clerk, to be sent to the External Auditor when submitting the 2023/24 documents be approved.**

4. **That Members of the Finance, Policy & General Purposes Committee consider the Internal Auditor Observations, noting that the Clerk has provided a Draft Investment Strategy for consideration and approval.**

5. **That Members note the explanation of significant variations from between the 31 March 2023 and 31 March 2024 in Section 2 "The Statement of Accounts".**

6. **That the Town Mayor be authorised to sign the Statement of Control, as provided by the Clerk/Responsible Finance Officer.**

7. **That Section 1 – Annual Governance Statement for 2023/24 be approved and signed, noting the comment from the Internal Auditor that they should return a negative response in respect of Assertion 3, noting the responses as below:**

    1. **We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements - YES**

    2. **We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness – YES**

DRAFT

3. **We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances – NO**

4. **We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations – YES**

5. **We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal contracts and/or external insurance cover where required.**

6. **We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems – YES**

7. **We took appropriate action on all matters raised in reports from internal and external auditors – YES**

8. **We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Parish Meeting and, where appropriate, have included them in our accounting statements – YES**

8. **That Section 2 – Accounting Statements for 2023/24 be approved and signed.**

9. **That the Draft Investment Strategy be approved.**

**F166. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED**

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

**F167. GRANT APPLICATIONS**

**RECOMMENDATION:**

**That a recommendation be submitted to the next Full Council meeting scheduled to take place on Thursday, 6 June 2024 that the following grants be awarded from the 2024/25 budget.**

**LEAF – Ledbury Youth Survey - £500.00**

DRAFT

**F168. GRANT FEEDBACK REPORT – LEDBURY PLACES**

**RESOLVED:**

1. **That the Grant Feedback Report from Ledbury Places be received and noted with thanks.**

2. **That the Clerk contact Ledbury Places to ask for permission to publish this in the next issue of the Town Council Newsletter.**

**F169. RESPONSE FROM MALVERN HILLS AONB PARTNERSHIP**

**RESOLVED:**

**That Malvern Hills AONB Partnership be advised that in order to received grant funding from Ledbury Town Council they must submit a Grant Application Form, which will be considered via the same process of all other grant applications.**

**F170. NEW MODEL FINANCIAL REGULATIONS (NALC)**

**RESOLVED:**

**That the New Model of Financial Regulations (NALC) be deferred to the next Finance, Policy & General Purposes Committee Meeting schedule for Thursday, 25 July 2024.**

**F171. REQUEST FROM LEDBURY FOODBANK**

**RESOLVED:**

1. **That the request from Ledbury Food Bank for the provision on dog poo bags be granted and that they be given 25% of stock ordered.**

2. **That this be included in the next issue of the Town Council Newsletter.**

**F172. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 25 July 2024.**

**The meeting ended at 9:13pm**

**Signed ……..…… Date…….**
**(Chairman)**

DRAFT

# ADVICE NOTE: PRE-ELECTION PERIOD

There is often confusion as to what a local council, its members and its officers can or cannot do in the run up to elections.

For Parliamentary elections, the purpose of the pre-election period – previously known as 'purdah' – is to prevent the incumbent party from using the machinery of government to their electoral advantage. The civil servants must be seen to be working for the Government of the day – and not for a party which has candidates standing at a forthcoming election. This is a convention, rather than a law. The Cabinet Office usually issues guidance to civil servants on the principles they should observe.

## Prohibition on Political Publicity

Likewise, when there are local elections, local authorities must be extra careful in the period between the notice of the election and the election day not to publicise the views of political parties, or to give any candidate(s) an electoral advantage, or to allow public funds to be used for an activity which may be viewed as party political. There is, of course, a general prohibition on political publicity under section 2 of the Local Government Act 1986 and a power under section 4 of that same Act for the Secretary of State or Welsh Ministers to issue a code of practice on local authority publicity.

In England, the Publicity Code[1] gives the following specific advice:

**'Care during periods of heightened sensitivity**

33. *Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections and referendums ... It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.*

34. *During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.*

35. *In general, local authorities should not issue any publicity which seeks to influence voters. However this general principle is subject to any statutory provision which*

[1] Code of Recommended Practice on Local Authority Publicity, Circular 01/2011, 31 March 2011

*authorises expenditure being incurred on the publication of material designed to influence the public as to whether to support or oppose a question put at a referendum. It is acceptable to publish material relating to the subject matter of a referendum, for example to correct any factual inaccuracies which have appeared in publicity produced by third parties, so long as this is even-handed and objective and does not support or oppose any of the options which are the subject of the vote.'*

The Welsh Ministers have published similar guidance which applies to community and town councils in Wales.[2]

The definition of 'publicity', 'publish' and 'publication' is wide and refers to any communication, in whatever form, addressed to the public at large or to a section of the public.[3] The 2011 Publicity Code specifically says that 'the code therefore applies in relation to all decisions by local authorities relating to paid advertising and leaflet campaigns, publication of free newspapers and newssheets and maintenance of websites – including the hosting of material which is created by third parties'.[4]

## Business As Usual

Does this mean that a council must suspend its normal business until after the election is over? This question comes up from time to time, especially in planning cases, where an outgoing principal council administration makes planning decisions during the pre-election period. The Courts do not strike out these decisions by reason of their being made just before an election, because the judges recognise that to defer a planning decision until after a pre-election period might equally well be criticised as 'political'. In the case of R (Lewis) v Persimmon Homes[5] in the Court of Appeal in 2008, Lord Justice Pill discussed the 'purdah' issue in relation to planning applications and said, in effect, that councillors are elected to make planning and other decisions and that the proximity of a local government election will not of itself justify a delay.

If, for instance, a parish or community council has been working on a project such as the building of a new village hall or sports pavilion, and has secured the necessary funding and resolved any outstanding issues, it is perfectly proper for that council to commit itself to the project by making a decision as soon as all of the relevant information is ready. As long as the members have the full facts before them and any necessary central government permissions, a council may quite properly commit itself to long-term loans or funding obligations. It may quite properly agree to buy or sell land and buildings. There is no need to delay any such decision until after an election.

[2] Code of Recommended Practice on Local Authority Publicity in Wales, 5 August 2014, see especially paragraph 56 ff
[3] Local Government Act 1986, s 6(4)
[4] Code of Recommended Practice on Local Authority Publicity, Circular 01/2011, 31 March 2011, para 2
[5] [2008] EWCA Civ 746

After an election, members of a council may wish to review what their predecessors have done. Some decisions will be easily reversible; others will be completely irreversible. A third category of decision may be reversed or changed only by incurring considerable extra expense or by paying compensation, e.g. for a breach of contract. Whether a costly change of policy like that is reasonable, is up to the Courts to decide. Any unreasonable change of policy will be subject to judicial review and the 'unreasonableness' will be judged in part on the financial consequences of the policy change.

The time when it would be wrong to rush a decision through is when the members of the council are not yet in a position to weigh up all of the facts and make a sensible, reasonable decision.

## Council Events in the Pre-election Period

What if the Town Mayor is hosting an event, sponsored by the Council? It is usually best to avoid holding such events within the pre-election period. If it is unavoidable, then do consider whether or not the members of your council divide along party-political lines. If so, extra care must be exercised to ensure that each of the political parties is given equal, or proportionate, representation in the invitation list or in the opportunity to buy tickets, and the Town Mayor must ensure that the event is not an opportunity for any person to make political speeches or display political banners, balloons or whatever. If the council is full of 'independents', the Town Mayor must simply ensure that nobody (especially the Town Mayor) can be seen as using the event to promote his own or anybody else's election.

## What can the Clerk do during the Pre-election Period?

Some Clerks seem to think that there is nothing they can usefully do in the pre-election period, but that is the wrong way to look at it. What Clerks can and should do is prepare for the Council meetings after the election. Will there be a new ruling party? Will the new members want to change things when they arrive? A wise Clerk has a drawer full of useful policies and projects to suit an incoming majority for Party A – and another drawer full of useful policies and projects to suit an incoming majority for Party B. A really wise (or pessimistic) Clerk will have a third drawer full of useful policies and projects to suit a Council which has no overall political majority - and no idea how to organise a Coalition.

What the Clerk must not do during the pre-election period is to give any political support to any candidate or any party.

| FULL COUNCIL | 6 JUNE 2024 | AGENDA ITEM: 13 |
|---|---|---|

Report prepared by Angela Price – Town Clerk

## ANNUAL GOVERNANCE ACCOUNTABILITY RETURN 2023/24

### Purpose of Report

The purpose of this report is to ask Members to give consideration to the recommendation from the Finance, Policy & General Purposes Committee in respect of the completion of Section 1- Annual Governance Statement of the Annual Governance Accountability Return and approval of the attached documents for submission to the Council's External Auditor, PKF Littlejohn, and to approve the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.

### Detailed Information

Enclosed with this report is the Annual Internal Auditors Report 2023/24 and all documents submitted to a meeting of the Finance, Policy & General Purposes Committee held on 23 May 2024 along with the report that accompanied these documents.

Members are requested to consider the attached documents and consider the responses to Section 1 – Annual Governance Statement 2023/24, as recommended by the Finance, Policy & General Purposes Committee and approve the completion by Council for submission to the External Auditor.

The recommendation from the Finance, Policy and General Purposes Committee in respect of Section 1 – Annual Governance Statement 2023/24 is as follows:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

   **YES**

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

   **YES**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant effect on the ability of this authority to conduct its business or manage its finances

**NO**

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audits Regulations

**YES**

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

**YES**

6. We maintained throughout the year an adequate and effective record system of internal audit of the accounting records and control systems

**YES**

7. We took appropriate action on all matters raised in reports from internal and external audit

**YES**

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on the authority and, where appropriate, have included them in the accounting segments

**YES**

9. (For Local Councils Only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination.

**N/A**

Also attached is copy of the proposed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 2023/24 for approval.

**Recommendation**

1. That Members receive and note the Internal Auditor Report 2023/24 and approve the responses provided by the RFO in the comments box of the Internal Auditors Observations, which once approved will be referred back to the Internal Auditor.

2. That Members approve the resolutions made by the Finance, Policy & General Purposes Committee at its meeting on 23 May 2024, in relation to the Annual Governance Accountability Return 2023/24 (Section 1), noting the negative response in respect of Assertion 3, as advised by the Council's Internal Auditor, and that the Mayor sign this accordingly.

3. That Members approve Section 2 – The Statement of Accounts as agreed at the Finance, Policy and General Purposes Committee held on 23 May 2024 and that Mayor sign this accordingly.

4. That the draft letter to be sent to the External Auditors, PKF Littlejohn be approved.

5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.

5. That the Town Mayor be asked to sign the Statement of Internal Control prior to its submission to the External Auditor.

6. That the draft Investment Strategy be approved and adopted.

6. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2023/24 and associated documents to the Council's external auditors, PKF Littlejohn in line with the requirements of the Accounts and Audit Regulations (2015).

| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 6 JUNE 2024 | AGENDA ITEM: 14 |
|---|---|---|

Report prepared by Angela Price – Town Clerk

## 2023/24 ANNUAL RETURN AND INTERNAL AUDIT REPORT

### Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with the Internal Auditor's report in respect of the 2023/24 financial year, and to consider the information provided in respect of the Council's 2023/24 Annual Audit Return.

### Detailed Information

The Internal Auditor visited Ledbury Town Council offices on 14 May 2024 for the purpose of carrying out the year end audit of the Council's financial and governance controls.

Attached is a copy of the report received from the auditor, Kevin Rose, along with a "Negative Response" letter which advises on the reason for the negative response in respect of control objective "N" in the Annual Internal Audit Report 2023/24.

Mr Rose has advised that when completing the Annual Return 2023/24, it should be recorded in the minutes that the Council had a discussion in respect of a review of this issue and to include an explanatory letter with the Annual Return submission.

A draft letter to the External Auditor in respect of this is attached to this report for Members consideration and approval.

Mr Rose advised that when completing Section 1 of the Annual Governance Statement 2023/24 the Council should return a negative response in respect of Assertion 3.

Mr Rose has also highlighted that the Council did not previously approve Sections 1 and 2 correctly and therefore there will be a recommendation at the end of this report that at the meeting of Full Council on 6 June 2024, subject to approval by Members, the Mayor be asked to sign Section 1 – The Annual Governance Statement 2023/24 prior to approval and signing of Section 2 - The Accounting Statements 2023/24.

Members will note that the Year End Internal Audit Observations has highlighted that the Council has not formally carried out an annual review of its Investment Strategy. This is a policy that the Council do not appear to have in place, and that this a policy that the Clerk has on the list of policies to complete. Therefore as a result of this observation, a draft Investment Strategy is attached with these reports for Members consideration and recommendation to Full Council, subject to amendments.

**Recommendation**

1. That Members of the Finance, Policy & General Purposes Committee give consideration to the information attached in respect of the Internal Auditors report and observations.

2. That Members of the Finance, Policy & General Purposes Committee note the Negative Response from the Internal Auditor and the reasons for this given within the letter draft letter to the External Auditor.

3. That Members of the Finance, Policy & General Purposes Committee approve the content of the draft letter provided by the Clerk, to be sent to the External Auditor when submitting the 2023/24 documents.

4. That Members of the Finance, Policy & General Purposes Committee consider the Internal Auditor Observations, noting that the Clerk has provided a Draft Investment Strategy for consideration and approval.

5. That Members of the Finance, Policy & General Purposes Committee note the explanation of significant variations from last year to this year in Section 2 “The statement of Accounts”.

6. That a **RECOMMENDATION** be made to Full Council at its meeting on 6 June 2024 that the Town Mayor be authorised to sign the Statement of Control, as provided by the Clerk/Responsible Finance Officer.

7. That a **RECOMMENDATION** be made to Full Council at its meeting on 6 June 2024 that Section 1 – Annual Governance Statement for 2023/24 be approved and signed, noting the comment from the internal auditor that they should return a negative response in respect of Assertion 3.

8. That a **RECOMMENDATION** be made to Full Council at its meeting on 6 June 2024 that Section 2 – Accounting Statements for 2023/24 be approved and signed.

9. That a **RECOMMENDATION** be made to Full Council at its meeting on 6 June 2024 that the Draft Investment Strategy be approved, subject to any amendments.

**Working details for ANNUAL RETURN - Year ended 31 March 2024**

| | | Last Year £ | This Year £ | Code | Centre | Code Description |
|---|---|---|---|---|---|---|
| 1 | | 158,988 | 86,811 | 310 | | General Fund |
| 1 | | 113 | 113 | 320 | | Earmarked Reserves |
| 1 | | 10,830 | 25,830 | 321 | | EMR - Recreation Ground Equipm |
| 1 | | 9,000 | 9,000 | 322 | | EMR - Traffic Management |
| 1 | | 1,000 | 1,000 | 323 | | EMR - Charter Market Improveme |
| 1 | | 110,000 | 120,000 | 324 | | EMR - Listed Buildings |
| 1 | | 10,000 | 10,000 | 325 | | EMR - Elections |
| 1 | | 5,000 | 5,000 | 326 | | EMR - Youth Support |
| 1 | | 24,500 | 24,500 | 327 | | EMR- Play/Skate Park |
| 1 | | 15,000 | 40,000 | 328 | | EMR - War Memorial |
| 1 | | 2,500 | 2,500 | 329 | | EMR - Paths, Bins, Benches |
| 1 | | 5,000 | 10,000 | 330 | | EMR - CCTV |
| 1 | | 5,000 | 5,000 | 331 | | EMR - Advertising |
| 1 | | 2,000 | 2,000 | 332 | | EMR - Climate Change |
| 1 | | 15,000 | 15,000 | 333 | | EMR - Perimeter Wall Cemetery |
| 1 | | 81,110 | 0 | 334 | | EMR Great Places to Visit |
| 1 | Balances brought forward | **455,041** | **356,754** | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year. | | |
| 2 | | 605,091 | 640,671 | 1900 | 220 | Precept Income |
| 2 | (+) Precept or Rates and Levies | **605,091** | **640,671** | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | | |
| 3 | | 1,003 | 0 | 1030 | 201 | Market House Income |
| 3 | | 47 | 246 | 1034 | 301 | Tourist Information Centre |
| 3 | | 62 | 47 | 1036 | 235 | Photocopier Printing |
| 3 | | 0 | 471 | 1038 | 235 | Photocopier costs refunds |
| 3 | | 9,036 | 9,382 | 1090 | 301 | Charter Market Income |
| 3 | | 11,166 | 13,782 | 1100 | 102 | Cemetery Interment Income |
| 3 | | 240 | 0 | 1101 | 102 | Memorial Bench |
| 3 | | 838 | 0 | 1105 | 102 | Exclusive Right of Burial |
| 3 | | 96 | 1,210 | 1110 | 102 | Transfer Of Exclusive Right Of |
| 3 | | 0 | 237 | 1122 | 115 | Electricity Refund |
| 3 | | 2,134 | 1,684 | 1130 | 102 | Cemetery Memorial Permit Incom |
| 3 | | -1 | 0 | 1131 | 102 | Cemetery Deed Transfers Income |
| 3 | | 2,333 | 2,167 | 1160 | 102 | Mortuary Rent Income |
| 3 | | 109 | 150 | 1161 | 102 | Chapel Hire |
| 3 | | 1,509 | 392 | 1270 | 115 | Christmas Lights Event |
| 3 | | 0 | 950 | 1271 | 127 | Event Sponsorship |
| 3 | | 1,667 | 3,333 | 1289 | 118 | War Memorial Refund |
| 3 | | 1,218 | 1,759 | 1450 | 105 | Painted Room Sales Income |
| 3 | | 2,824 | 3,685 | 1451 | 105 | Painted Room Donations Income |
| 3 | | 3,000 | 4,301 | 1460 | 120 | Ceremony Room Income |
| 3 | | 0 | 100 | 1460 | 202 | Ceremony Room Income |
| 3 | | 1,393 | 0 | 1460 | 205 | Ceremony Room Income |
| 3 | | 716 | 555 | 1471 | 127 | Dog Poop Bags |

**Continued over page**

**Working details for ANNUAL RETURN - Year ended 31 March 2024**

| | | Last Year £ | This Year £ | Code | Centre | Code Description |
|---|---|---|---|---|---|---|
| **3** | | 0 | 2 | 1471 | 301 | Dog Poop Bags |
| **3** | | 2,250 | 2,250 | 1718 | 214 | October Fair Donation Income |
| **3** | | 11,154 | 0 | 1720 | 214 | Welcome Back Fund |
| **3** | | 175 | 0 | 1721 | 214 | Grant Sponsorship |
| **3** | | 0 | 1,500 | 1723 | 214 | LTC Grants |
| **3** | | 3,585 | 11,044 | 1870 | 220 | Bank Interest Received Income |
| **3** | | 0 | 1,040 | 1871 | 220 | Professional Services Refund |
| **3** | | 1,843 | 0 | 1874 | 220 | CommunityHall Electricity CCTV |
| **3** | | 0 | 340 | 1899 | 220 | Insurance Claim |
| **3** | | 126 | 126 | 1902 | 220 | Western Power WayLeave |
| **3** | (+) Total other receipts | **58,521** | **60,753** | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. | | |
| **4** | | 22,743 | 33,128 | 4000 | 102 | Staff Salaries |
| **4** | | 0 | 22,956 | 4000 | 103 | Staff Salaries |
| **4** | | 8,861 | 10,519 | 4000 | 105 | Staff Salaries |
| **4** | | 0 | 837 | 4000 | 108 | Staff Salaries |
| **4** | | 96 | 0 | 4000 | 202 | Staff Salaries |
| **4** | | 162,097 | 237,201 | 4000 | 230 | Staff Salaries |
| **4** | | 0 | 1 | 4018 | 103 | National Insurance |
| **4** | | 65,383 | 27,103 | 4018 | 230 | National Insurance |
| **4** | | 78,047 | 44,399 | 4019 | 230 | Pension |
| **4** | (-) Staff costs | **337,226** | **376,143** | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. | | |
| **5** | (-) Loan interest/capital repayments | **0** | **0** | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). | | |
| **6** | | 736 | 14,383 | 4001 | 102 | Agency Cover |
| **6** | | 1,203 | 6,309 | 4001 | 230 | Agency Cover |
| **6** | | 0 | 818 | 4001 | 301 | Agency Cover |
| **6** | | 0 | 1,500 | 4007 | 120 | Ceremony Room Licence Fee |
| **6** | | 17 | 190 | 4009 | 120 | Wedding Refunds |
| **6** | | 634 | 625 | 4013 | 125 | Devolved Services (grass cutti |
| **6** | | 1,008 | 528 | 4014 | 125 | Lengthsman Scheme/P3 Scheme |
| **6** | | 0 | 11 | 4020 | 120 | Cleaning |
| **6** | | 0 | 296 | 4020 | 202 | Cleaning |
| **6** | | 0 | 82 | 4021 | 101 | Rubbish Collection |
| **6** | | 191 | 0 | 4021 | 201 | Rubbish Collection |
| **6** | | 384 | 613 | 4021 | 202 | Rubbish Collection |
| **6** | | 0 | 258 | 4050 | 225 | Staff Training |
| **6** | | 2,663 | 5,972 | 4050 | 230 | Staff Training |
| **6** | | 0 | 99 | 4051 | 127 | Officers Travel/Conference/Sub |
| **6** | | 1,035 | 2,328 | 4051 | 230 | Officers Travel/Conference/Sub |
| **6** | | 0 | 102 | 4051 | 235 | Officers Travel/Conference/Sub |
| **6** | | 2,807 | 2,947 | 4110 | 102 | Rates |

**Continued over page**

**Working details for ANNUAL RETURN - Year ended 31 March 2024**

| | Last Year £ | This Year £ | Code | Centre | Code Description |
|---|---|---|---|---|---|
| 6 | 539 | 337 | 4110 | 201 | Rates |
| 6 | 7,236 | 7,653 | 4110 | 202 | Rates |
| 6 | 272 | 0 | 4110 | 210 | Rates |
| 6 | 86 | 21 | 4115 | 102 | Water |
| 6 | 61 | 74 | 4115 | 201 | Water |
| 6 | 577 | 827 | 4115 | 202 | Water |
| 6 | 0 | 1,066 | 4116 | 202 | Confidential Waste - Shredding |
| 6 | 0 | 24,000 | 4118 | 302 | Buses4Us |
| 6 | 694 | 296 | 4122 | 102 | Electricity |
| 6 | 2,480 | 0 | 4122 | 105 | Electricity |
| 6 | 5,237 | 972 | 4122 | 108 | Electricity |
| 6 | 161 | 0 | 4122 | 110 | Electricity |
| 6 | 611 | 2,200 | 4122 | 115 | Electricity |
| 6 | 874 | 2,220 | 4122 | 201 | Electricity |
| 6 | 1,255 | 11,709 | 4122 | 202 | Electricity |
| 6 | 15,961 | 19,213 | 4130 | 220 | Insurance |
| 6 | 2,914 | 3,367 | 4150 | 202 | Cleaning |
| 6 | 49 | 449 | 4155 | 202 | Housekeeping |
| 6 | 70 | 0 | 4160 | 202 | Window Cleaning |
| 6 | 440 | 0 | 4170 | 101 | Maintenance |
| 6 | 2,646 | 1,906 | 4170 | 102 | Maintenance |
| 6 | 6 | 0 | 4170 | 105 | Maintenance |
| 6 | 120 | 120 | 4170 | 108 | Maintenance |
| 6 | 637 | 0 | 4170 | 110 | Maintenance |
| 6 | 173 | 27,953 | 4170 | 201 | Maintenance |
| 6 | 1,157 | 1,128 | 4170 | 202 | Maintenance |
| 6 | 0 | 539 | 4170 | 235 | Maintenance |
| 6 | 225 | 0 | 4171 | 202 | PAT Testing |
| 6 | 0 | 2,645 | 4174 | 102 | CCTV New/ Security |
| 6 | 65 | 0 | 4174 | 110 | CCTV New/ Security |
| 6 | 446 | 1,137 | 4175 | 110 | CCTV Maintenance |
| 6 | 8,763 | 7,340 | 4176 | 118 | CCTV Link to Hereford |
| 6 | 3,866 | 2,842 | 4185 | 202 | Alarms |
| 6 | 1,115 | 654 | 4200 | 102 | New Equipment |
| 6 | 59 | 0 | 4200 | 108 | New Equipment |
| 6 | 0 | 64 | 4201 | 102 | Equipment Hire |
| 6 | 4,400 | 3,703 | 4205 | 108 | Grounds Maintenance (Contract) |
| 6 | 13,433 | 13,440 | 4205 | 110 | Grounds Maintenance (Contract) |
| 6 | -385 | 0 | 4206 | 101 | Grounds Maintenance |
| 6 | 1,964 | 3,840 | 4206 | 102 | Grounds Maintenance |
| 6 | 38 | 0 | 4206 | 108 | Grounds Maintenance |
| 6 | 122 | 743 | 4206 | 110 | Grounds Maintenance |
| 6 | 208 | 387 | 4209 | 108 | Dog Hill Wood Maintenance |
| 6 | 976 | 0 | 4210 | 108 | Dog Hill Wood Coppicing |
| 6 | 3,471 | 38,902 | 4221 | 118 | War Memorial refurbishment |
| 6 | 0 | 1,220 | 4223 | 102 | Perimeter Wall Repairs |

**Continued over page**

**Working details for ANNUAL RETURN - Year ended 31 March 2024**

| | Last Year £ | This Year £ | Code | Centre | Code Description |
|---|---|---|---|---|---|
| 6 | 218 | 78 | 4224 | 101 | Wheely Bins Refuse Collection |
| 6 | 700 | 0 | 4224 | 110 | Wheely Bins Refuse Collection |
| 6 | 1,435 | 2,828 | 4225 | 102 | Skip Hire |
| 6 | 1,465 | 10,430 | 4228 | 108 | General Tree works |
| 6 | 63 | 63 | 4230 | 110 | ROSPA Reports |
| 6 | 0 | 260 | 4233 | 118 | Gazebos |
| 6 | 62,527 | 9,500 | 4235 | 110 | Play Equipment-New |
| 6 | 6,533 | 3,390 | 4236 | 110 | Play Equipment Maintenance |
| 6 | 9,070 | 160 | 4237 | 110 | Skate Park Maintenance |
| 6 | 2,931 | 0 | 4238 | 110 | Youth Shelter Maintenance |
| 6 | 2,788 | 1,215 | 4250 | 102 | Tree Works/Property Maintenanc |
| 6 | 106 | 0 | 4252 | 108 | General Park Maintenance |
| 6 | 6,140 | 0 | 4270 | 110 | Litter Bins & Benches |
| 6 | 363 | 491 | 4271 | 127 | Dog Bags |
| 6 | 72 | 334 | 4276 | 118 | External power supply -High St |
| 6 | 0 | 535 | 4280 | 118 | Station Telephone Kiosk |
| 6 | 97 | 1,864 | 4285 | 118 | Defibrillator Maintenance |
| 6 | 523 | 179 | 4300 | 102 | Vehicle Repair |
| 6 | 666 | 1,253 | 4330 | 102 | Fuel |
| 6 | 868 | 1,212 | 4340 | 102 | Insurance, Tax & MOT |
| 6 | 6,403 | 5,754 | 4400 | 235 | Stationery |
| 6 | 164 | 28 | 4400 | 401 | Stationery |
| 6 | 821 | 930 | 4405 | 235 | Photocopier Hire |
| 6 | 3,103 | 4,179 | 4410 | 235 | Photocopier Costs |
| 6 | 254 | 36 | 4415 | 202 | Office Support & Equipment |
| 6 | -48 | 0 | 4415 | 230 | Office Support & Equipment |
| 6 | 5,981 | 1,111 | 4415 | 235 | Office Support & Equipment |
| 6 | -2,916 | 3,887 | 4415 | 401 | Office Support & Equipment |
| 6 | 308 | 2,057 | 4416 | 102 | Equipment Maintenance |
| 6 | 926 | 682 | 4430 | 105 | Advertising |
| 6 | 1,422 | 883 | 4430 | 220 | Advertising |
| 6 | 0 | 19 | 4432 | 302 | Phone Box |
| 6 | 311 | 537 | 4433 | 105 | Card Machine rental |
| 6 | 150 | 438 | 4433 | 220 | Card Machine rental |
| 6 | 303 | 451 | 4434 | 105 | Music Licence |
| 6 | 31 | 0 | 4435 | 105 | Card Machine Transactions |
| 6 | 26 | 0 | 4435 | 220 | Card Machine Transactions |
| 6 | 207 | 528 | 4444 | 235 | Petty Cash |
| 6 | 350 | 439 | 4455 | 401 | Postage |
| 6 | 5,471 | 5,623 | 4460 | 220 | Subscriptions |
| 6 | 4,662 | 5,705 | 4481 | 401 | Telephones |
| 6 | 1,447 | 1,764 | 4482 | 401 | Website |
| 6 | 8,114 | 8,651 | 4483 | 401 | ICT Services & Software Lease |
| 6 | 448 | 243 | 4500 | 225 | Town Mayors Expenses |
| 6 | 450 | 304 | 4501 | 210 | Mayor's Hospitality |
| 6 | 0 | 194 | 4520 | 225 | Councillors Expenses |

**Continued over page**

**Working details for ANNUAL RETURN - Year ended 31 March 2024**

| | Last Year £ | This Year £ | Code | Centre | Code Description |
|---|---|---|---|---|---|
| 6 | 99 | 613 | 4525 | 225 | Councillors Training |
| 6 | 30 | 20 | 4531 | 210 | Roll of Honour |
| 6 | 260 | 140 | 4532 | 210 | Flag Pole |
| 6 | 1,056 | 561 | 4535 | 210 | Civic Hospitality |
| 6 | 0 | 446 | 4540 | 225 | Election Expenses |
| 6 | 1,063 | 0 | 4543 | 301 | Neighbourhood Plan |
| 6 | 1,716 | 581 | 4545 | 225 | Annual & Other Meetings |
| 6 | 3,830 | 0 | 4546 | 301 | Traffic Management |
| 6 | 30 | 0 | 4549 | 301 | Charter Market improvements |
| 6 | 16 | 0 | 4550 | 105 | Bank Charges |
| 6 | 722 | 773 | 4550 | 220 | Bank Charges |
| 6 | 0 | 50 | 4551 | 220 | Data Protection |
| 6 | 257 | 888 | 4553 | 301 | Tourist Information Centre |
| 6 | 732 | 2,124 | 4579 | 220 | Audit Internal |
| 6 | 0 | 1,680 | 4580 | 220 | Audit External |
| 6 | 24,568 | 13,839 | 4590 | 220 | Professional Services |
| 6 | 222 | 429 | 4592 | 102 | PPE/Health & Safety |
| 6 | 0 | 85 | 4592 | 103 | PPE/Health & Safety |
| 6 | 14 | 337 | 4592 | 220 | PPE/Health & Safety |
| 6 | 11,235 | 1,080 | 4594 | 102 | Cemetery Mapping |
| 6 | 0 | 158 | 4595 | 127 | Climate Change |
| 6 | 140 | 0 | 4600 | 127 | Town Crier/Fees & Subs |
| 6 | 174 | 150 | 4605 | 127 | Events Barriers |
| 6 | 6,560 | 12,795 | 4607 | 127 | Events |
| 6 | 19,571 | 31,930 | 4640 | 115 | Christmas Lights & Install |
| 6 | 0 | 135 | 4641 | 115 | Christmas Lights |
| 6 | 0 | 948 | 4642 | 115 | Christmas Lights Event |
| 6 | 3,809 | 3,100 | 4650 | 115 | Ledbury In Bloom |
| 6 | 318 | 0 | 4700 | 105 | Stock Purchase |
| 6 | 75 | 287 | 4703 | 107 | Promotional Material |
| 6 | 0 | 340 | 4705 | 107 | Signage |
| 6 | 169 | 573 | 4800 | 214 | Barrett Browning Clock |
| 6 | 5,000 | 5,000 | 4805 | 214 | Citizens Advice Worcs |
| 6 | 0 | 500 | 4826 | 214 | Malvern Hilss AONB Partnership |
| 6 | 10,000 | 10,000 | 4827 | 214 | Community Action Ledbury |
| 6 | 142 | 25 | 4850 | 127 | Poppy Wreath |
| 6 | 83,632 | 9 | 4857 | 214 | Great Places to Visit Funding |
| 6 | 83 | 0 | 4858 | 214 | Welcome Back Fund |
| 6 | 101 | 192 | 4875 | 214 | Distinguished Citizen Awards |
| 6 | 874 | 1,151 | 4876 | 214 | October Fair Expenditure |
| 6 | 0 | 77 | 4881 | 401 | Building Reserves |
| 6 | 0 | 4,320 | 4886 | 302 | John Masefield Memorial |
| 6 | 19,530 | 21,290 | 4890 | 214 | Unspecified Grants |
| 6 | 0 | 4,000 | 4891 | 214 | Age Uk Hereford Localities |
| 6 | 0 | 1,500 | 4892 | 214 | Dream Your Future |
| 6 | 0 | 2,500 | 4893 | 214 | Ledbury Food Bank |

**Continued over page**

**Working details for ANNUAL RETURN - Year ended 31 March 2024**

| | | Last Year £ | This Year £ | Code | Centre | Code Description |
|---|---|---|---|---|---|---|
| **6** | | 0 | 1,350 | 4894 | 214 | Ledbury Methodist Church |
| **6** | (-) All other payments | **424,673** | **424,238** | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). | | |
| **7** | (=) Balances carried forward | **356,754** | **257,797** | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] | | |
| **8** | | 11,279 | 14,092 | 200 | | Lloyds A/c (235) (Bus Ext) |
| **8** | | 174,923 | 68,674 | 202 | | Premier A/c (736) Comm Call |
| **8** | | 154,841 | 162,580 | 203 | | Public Sector Deposit Fund |
| **8** | | 108 | 56 | 215 | | Petty Cash |
| **8** | Total value of cash and short term investments | **341,152** | **245,401** | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. | | |
| **9** | | 824,217 | 0 | | | Total Fixed Assets |
| **9** | Total fixed assets plus long term investments and assets | **824,217** | **0** | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. | | |
| **10** | Total borrowings | **0** | **0** | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). | | |

# Ledbury Town Council 2023/2024

## Balance Sheet as at 31st March 2024

| 31st March 2023 | | | | | 31st March 2024 |
|---|---|---|---|---|---|
| | | Current Assets | | | |
| 1,628 | | Debtors | 66 | | |
| 17,122 | | Vat Due | 12,418 | | |
| 1,728 | | Stock | 1,728 | | |
| 11,279 | | Lloyds A/c (235) (Bus Ext) | 14,092 | | |
| 174,923 | | Premier A/c (736) Comm Call | 68,674 | | |
| 154,841 | | Public Sector Deposit Fund | 162,580 | | |
| 108 | | Petty Cash | 56 | | |
| 361,630 | | | | 259,613 | |
| | 361,630 | Total Assets | | | 259,613 |
| | | Current Liabilities | | | |
| 0 | | Creditors | 1,816 | | |
| 4,400 | | Accruals & Other Creditors | 0 | | |
| 475 | | Receipts in Advance | 0 | | |
| 4,875 | | | | 1,816 | |
| | 356,754 | Total Assets Less Current Liabilities | | | 257,797 |
| | | Represented By | | | |
| | 86,811 | General Fund | | | 41,820 |
| | 113 | Earmarked Reserves | | | 113 |
| | 25,830 | EMR - Recreation Ground Equipm | | | 25,830 |
| | 9,000 | EMR - Traffic Management | | | 9,000 |
| | 1,000 | EMR - Charter Market Improveme | | | 1,000 |
| | 120,000 | EMR - Listed Buildings | | | 93,022 |
| | 10,000 | EMR - Elections | | | 10,000 |
| | 5,000 | EMR - Youth Support | | | 5,000 |
| | 24,500 | EMR- Play/Skate Park | | | 24,500 |
| | 40,000 | EMR - War Memorial | | | 15,656 |
| | 2,500 | EMR - Paths, Bins, Benches | | | 2,500 |
| | 10,000 | EMR - CCTV | | | 7,355 |
| | 5,000 | EMR - Advertising | | | 5,000 |
| | 2,000 | EMR - Climate Change | | | 2,000 |
| | 15,000 | EMR - Perimeter Wall Cemetery | | | 15,000 |
| | 356,754 | | | | 257,797 |

# Ledbury Town Council 2023/2024

## Balance Sheet as at 31st March 2024

| 31st March 2023 | 31st March 2024 |
|---|---|

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 101 | Closed Churchyard | | | | | | | | |
| 4021 | Rubbish Collection | 82 | 82 | 0 | (82) | | (82) | 0.0% | |
| 4205 | Grounds Maintenance (Contract) | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4224 | Wheely Bins Refuse Collection | 0 | 78 | 250 | 172 | | 172 | 31.3% | |
| 4250 | Tree Works/Property Maintenanc | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| | Closed Churchyard :- Indirect Expenditure | 82 | 160 | 3,750 | 3,590 | 0 | 3,590 | 4.3% | 0 |
| | Net Expenditure | (82) | (160) | (3,750) | (3,590) | | | | |
| 102 | Cemetery & Buildings | | | | | | | | |
| 1100 | Cemetery Interment Income | 1,855 | 13,782 | 11,000 | (2,782) | | | 125.3% | |
| 1105 | Exclusive Right of Burial | 1 | 0 | 0 | 0 | | | 0.0% | |
| 1110 | Transfer Of Exclusive Right Of | (1) | 1,210 | 360 | (850) | | | 336.1% | |
| 1130 | Cemetery Memorial Permit Incom | 0 | 1,684 | 2,500 | 816 | | | 67.4% | |
| 1131 | Cemetery Deed Transfers Income | 1 | 0 | 0 | 0 | | | 0.0% | |
| 1160 | Mortuary Rent Income | 2,493 | 2,167 | 2,500 | 333 | | | 86.7% | |
| 1161 | Chapel Hire | 0 | 150 | 150 | 0 | | | 100.0% | |
| | Cemetery & Buildings :- Income | 4,349 | 18,993 | 16,510 | (2,483) | | | 115.0% | 0 |
| 4000 | Staff Salaries | 1,950 | 33,128 | 42,043 | 8,915 | | 8,915 | 78.8% | |
| 4001 | Agency Cover | 1,882 | 14,383 | 2,000 | (12,383) | | (12,383) | 719.1% | |
| 4018 | National Insurance | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| 4019 | Pension | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| 4110 | Rates | 246 | 2,947 | 2,970 | 23 | | 23 | 99.2% | |
| 4115 | Water | 0 | 21 | 200 | 179 | | 179 | 10.3% | |
| 4122 | Electricity | 27 | 296 | 2,000 | 1,704 | | 1,704 | 14.8% | |
| 4150 | Cleaning | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4170 | Maintenance | 140 | 1,906 | 1,100 | (806) | | (806) | 173.2% | |
| 4174 | CCTV New/ Security | 0 | 2,645 | 0 | (2,645) | | (2,645) | 0.0% | 2,645 |
| 4200 | New Equipment | 0 | 654 | 1,100 | 446 | | 446 | 59.4% | |
| 4201 | Equipment Hire | 0 | 64 | 750 | 686 | | 686 | 8.5% | |
| 4206 | Grounds Maintenance | 3,327 | 3,840 | 2,200 | (1,640) | | (1,640) | 174.5% | |
| 4223 | Perimeter Wall Repairs | 1,220 | 1,220 | 2,000 | 780 | | 780 | 61.0% | |
| 4225 | Skip Hire | 903 | 2,828 | 1,650 | (1,178) | | (1,178) | 171.4% | |
| 4227 | Memorial Testing | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4250 | Tree Works/Property Maintenanc | 0 | 1,215 | 1,000 | (215) | | (215) | 121.5% | |
| 4300 | Vehicle Repair | 0 | 179 | 1,000 | 821 | | 821 | 17.9% | |
| 4330 | Fuel | 180 | 1,253 | 1,000 | (253) | | (253) | 125.3% | |
| 4340 | Insurance, Tax & MOT | 0 | 1,212 | 1,000 | (212) | | (212) | 121.2% | |
| 4416 | Equipment Maintenance | 322 | 2,057 | 1,100 | (957) | | (957) | 187.0% | |
| 4592 | PPE/Health & Safety | 27 | 429 | 500 | 71 | | 71 | 85.9% | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4594 | Cemetery Mapping | 330 | 1,080 | 0 | (1,080) | | (1,080) | 0.0% | |
| | Cemetery & Buildings :- Indirect Expenditure | 10,556 | 71,357 | 64,863 | (6,494) | 0 | (6,494) | 110.0% | 2,645 |
| | Net Income over Expenditure | (6,207) | (52,364) | (48,353) | 4,011 | | | | |
| 6000 | plus Transfers from EMR | 0 | 2,645 | | | | | | |
| | Movement to/(from) Gen Reserve | (6,207) | (49,719) | | | | | | |
| 103 | Grounds Maintenance | | | | | | | | |
| 4000 | Staff Salaries | 1,516 | 22,956 | 25,000 | 2,044 | | 2,044 | 91.8% | |
| 4018 | National Insurance | 0 | 1 | 0 | (1) | | (1) | 0.0% | |
| 4019 | Pension | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| 4592 | PPE/Health & Safety | 0 | 85 | 0 | (85) | | (85) | 0.0% | |
| | Grounds Maintenance :- Indirect Expenditure | 1,516 | 23,042 | 25,000 | 1,958 | 0 | 1,958 | 92.2% | 0 |
| | Net Expenditure | (1,516) | (23,042) | (25,000) | (1,958) | | | | |
| 105 | Painted Room | | | | | | | | |
| 1450 | Painted Room Sales Income | 37 | 1,759 | 1,000 | (759) | | | 175.9% | |
| 1451 | Painted Room Donations Income | 49 | 3,685 | 3,000 | (685) | | | 122.8% | |
| | Painted Room :- Income | 86 | 5,444 | 4,000 | (1,444) | | | 136.1% | 0 |
| 4000 | Staff Salaries | 920 | 10,519 | 8,500 | (2,019) | | (2,019) | 123.7% | |
| 4170 | Maintenance | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4430 | Advertising | 405 | 682 | 800 | 118 | | 118 | 85.2% | |
| 4433 | Card Machine rental | 40 | 537 | 600 | 63 | | 63 | 89.4% | |
| 4434 | Music Licence | 0 | 451 | 350 | (101) | | (101) | 129.0% | |
| 4700 | Stock Purchase | 0 | 0 | 550 | 550 | | 550 | 0.0% | |
| | Painted Room :- Indirect Expenditure | 1,365 | 12,188 | 11,900 | (288) | 0 | (288) | 102.4% | 0 |
| | Net Income over Expenditure | (1,279) | (6,744) | (7,900) | (1,156) | | | | |
| 107 | Town Promotion | | | | | | | | |
| 4703 | Promotional Material | 36 | 287 | 3,000 | 2,713 | | 2,713 | 9.6% | |
| 4704 | Tourism/ Town Plan Projects | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4705 | Signage | 175 | 340 | 3,000 | 2,660 | | 2,660 | 11.3% | |
| | Town Promotion :- Indirect Expenditure | 211 | 626 | 11,000 | 10,374 | 0 | 10,374 | 5.7% | 0 |
| | Net Expenditure | (211) | (626) | (11,000) | (10,374) | | | | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 108 | Amenity Areas | | | | | | | | |
| 4000 | Staff Salaries | 0 | 837 | 0 | (837) | | (837) | 0.0% | |
| 4122 | Electricity | 0 | 972 | 1,000 | 28 | | 28 | 97.2% | |
| 4170 | Maintenance | 0 | 120 | 0 | (120) | | (120) | 0.0% | |
| 4173 | Defibrillator maintenance | 0 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4200 | New Equipment | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4204 | Dog Hill Wood Management Plan/ | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4205 | Grounds Maintenance (Contract) | 1,010 | 3,703 | 4,040 | 337 | | 337 | 91.7% | |
| 4209 | Dog Hill Wood Maintenance | 0 | 387 | 500 | 113 | | 113 | 77.3% | |
| 4210 | Dog Hill Wood Coppicing | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4228 | General Tree works | 7,450 | 10,430 | 1,650 | (8,780) | | (8,780) | 632.2% | |
| 4252 | General Park Maintenance | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4435 | Card Machine Transactions | 0 | 0 | 0 | 0 | | 0 | 0.0% | |
| | Amenity Areas :- Indirect Expenditure | 8,460 | 16,449 | 11,390 | (5,059) | 0 | (5,059) | 144.4% | 0 |
| | Net Expenditure | (8,460) | (16,449) | (11,390) | 5,059 | | | | |
| 110 | Recreation Ground | | | | | | | | |
| 4175 | CCTV Maintenance | 0 | 1,137 | 1,000 | (137) | | (137) | 113.7% | |
| 4205 | Grounds Maintenance (Contract) | 3,360 | 13,440 | 7,854 | (5,586) | | (5,586) | 171.1% | |
| 4206 | Grounds Maintenance | 42 | 743 | 3,000 | 2,257 | | 2,257 | 24.8% | |
| 4224 | Wheely Bins Refuse Collection | 0 | 0 | 8,208 | 8,208 | | 8,208 | 0.0% | |
| 4229 | Street Light Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4230 | ROSPA Reports | 0 | 63 | 71 | 9 | | 9 | 88.0% | |
| 4234 | Skate Park Euipment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4235 | Play Equipment-New | 0 | 9,500 | 10,000 | 500 | | 500 | 95.0% | |
| 4236 | Play Equipment Maintenance | 300 | 3,390 | 5,000 | 1,610 | | 1,610 | 67.8% | |
| 4237 | Skate Park Maintenance | 0 | 160 | 3,000 | 2,840 | | 2,840 | 5.3% | |
| 4238 | Youth Shelter Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| | Recreation Ground :- Indirect Expenditure | 3,702 | 28,432 | 40,633 | 12,201 | 0 | 12,201 | 70.0% | 0 |
| | Net Expenditure | (3,702) | (28,432) | (40,633) | (12,201) | | | | |
| 115 | Town Centre Decorations | | | | | | | | |
| 1122 | Electricity Refund | 0 | 237 | 0 | (237) | | | 0.0% | |
| 1270 | Christmas Lights Event | 0 | 392 | 1,000 | 608 | | | 39.2% | |
| | Town Centre Decorations :- Income | 0 | 629 | 1,000 | 371 | | | 62.9% | 0 |
| 4122 | Electricity | 0 | 2,200 | 0 | (2,200) | | (2,200) | 0.0% | |
| 4640 | Christmas Lights & Install | 0 | 31,930 | 23,000 | (8,930) | | (8,930) | 138.8% | |
| 4641 | Christmas Lights | 0 | 135 | 0 | (135) | | (135) | 0.0% | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4642 | Christmas Lights Event | 0 | 948 | 0 | (948) | | (948) | 0.0% | |
| 4650 | Ledbury In Bloom | 0 | 3,100 | 4,000 | 900 | | 900 | 77.5% | |
| | Town Centre Decorations :- Indirect Expenditure | 0 | 38,312 | 27,000 | (11,312) | 0 | (11,312) | 141.9% | 0 |
| | Net Income over Expenditure | 0 | (37,683) | (26,000) | 11,683 | | | | |
| 118 | Minor Infrastructure | | | | | | | | |
| 1289 | War Memorial Refund | 278 | 3,333 | 3,333 | (0) | | | 100.0% | |
| 4232 | Gazebos | 0 | (260) | 0 | 260 | | | 0.0% | |
| | Minor Infrastructure :- Income | 278 | 3,073 | 3,333 | 260 | | | 92.2% | 0 |
| 4176 | CCTV Link to Hereford | 0 | 7,340 | 9,500 | 2,160 | | 2,160 | 77.3% | |
| 4221 | War Memorial refurbishment | 3,726 | 38,902 | 0 | (38,902) | | (38,902) | 0.0% | 24,344 |
| 4276 | External power supply -High St | 0 | 334 | 120 | (214) | | (214) | 278.6% | |
| 4280 | Station Telephone Kiosk | 95 | 535 | 0 | (535) | | (535) | 0.0% | |
| 4285 | Defibrillator Maintenance | (0) | 1,864 | 350 | (1,514) | | (1,514) | 532.5% | |
| | Minor Infrastructure :- Indirect Expenditure | 3,821 | 48,975 | 9,970 | (39,005) | 0 | (39,005) | 491.2% | 24,344 |
| | Net Income over Expenditure | (3,543) | (45,902) | (6,637) | 39,265 | | | | |
| 6000 | plus Transfers from EMR | 2,142 | 24,344 | | | | | | |
| | Movement to/(from) Gen Reserve | (1,401) | (21,558) | | | | | | |
| 120 | Non-Statutory Services | | | | | | | | |
| 1460 | Ceremony Room Income | (585) | 4,301 | 2,200 | (2,101) | | | 195.5% | |
| | Non-Statutory Services :- Income | (585) | 4,301 | 2,200 | (2,101) | | | 195.5% | 0 |
| 4007 | Ceremony Room Licence Fee | 0 | 1,500 | 500 | (1,000) | | (1,000) | 300.0% | |
| 4009 | Wedding Refunds | 0 | 190 | 0 | (190) | | (190) | 0.0% | |
| 4020 | Cleaning | 11 | 11 | 500 | 489 | | 489 | 2.1% | |
| 4430 | Advertising | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| | Non-Statutory Services :- Indirect Expenditure | 11 | 1,701 | 1,500 | (201) | 0 | (201) | 113.4% | 0 |
| | Net Income over Expenditure | (596) | 2,600 | 700 | (1,900) | | | | |
| 125 | Green Spaces Maintenance | | | | | | | | |
| 4013 | Devolved Services (grass cutti | 156 | 625 | 1,000 | 375 | | 375 | 62.5% | |
| 4014 | Lengthsman Scheme/P3 Scheme | 0 | 528 | 3,000 | 2,472 | | 2,472 | 17.6% | |
| | Green Spaces Maintenance :- Indirect Expenditure | 156 | 1,153 | 4,000 | 2,847 | 0 | 2,847 | 28.8% | 0 |
| | Net Expenditure | (156) | (1,153) | (4,000) | (2,847) | | | | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 127 | Services and Events | | | | | | | | |
| 1271 | Event Sponsorship | 100 | 950 | 0 | (950) | | | 0.0% | |
| 1471 | Dog Poop Bags | 24 | 555 | 1,000 | 445 | | | 55.5% | |
| | Services and Events :- Income | 124 | 1,505 | 1,000 | (505) | | | 150.5% | 0 |
| 4051 | Officers Travel/Conference/Sub | 0 | 99 | 0 | (99) | | (99) | 0.0% | |
| 4271 | Dog Bags | 0 | 491 | 700 | 209 | | 209 | 70.1% | |
| 4595 | Climate Change | 0 | 158 | 2,000 | 1,842 | | 1,842 | 7.9% | |
| 4600 | Town Crier/Fees & Subs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4601 | Town Crier/Uniforms | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4605 | Events Barriers | 0 | 150 | 100 | (50) | | (50) | 150.3% | |
| 4607 | Events | 3,828 | 12,795 | 7,500 | (5,295) | | (5,295) | 170.6% | |
| 4850 | Poppy Wreath | 0 | 25 | 20 | (5) | | (5) | 125.0% | |
| | Services and Events :- Indirect Expenditure | 3,828 | 13,718 | 11,320 | (2,398) | 0 | (2,398) | 121.2% | 0 |
| | Net Income over Expenditure | (3,704) | (12,213) | (10,320) | 1,893 | | | | |
| 201 | Market House | | | | | | | | |
| 1030 | Market House Income | 0 | 0 | 1,100 | 1,100 | | | 0.0% | |
| | Market House :- Income | 0 | 0 | 1,100 | 1,100 | | | 0.0% | 0 |
| 4110 | Rates | 0 | 337 | 1,650 | 1,313 | | 1,313 | 20.4% | |
| 4115 | Water | 8 | 74 | 100 | 26 | | 26 | 73.9% | |
| 4122 | Electricity | 48 | 2,220 | 1,500 | (720) | | (720) | 148.0% | |
| 4150 | Cleaning | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4170 | Maintenance | 904 | 27,953 | 5,000 | (22,953) | | (22,953) | 559.1% | 26,978 |
| | Market House :- Indirect Expenditure | 960 | 30,585 | 8,350 | (22,235) | 0 | (22,235) | 366.3% | 26,978 |
| | Net Income over Expenditure | (960) | (30,585) | (7,250) | 23,335 | | | | |
| 6000 | plus Transfers from EMR | 0 | 26,978 | | | | | | |
| | Movement to/(from) Gen Reserve | (960) | (3,607) | | | | | | |
| 202 | Town Council Offices | | | | | | | | |
| 1460 | Ceremony Room Income | 100 | 100 | 0 | (100) | | | 0.0% | |
| 1876 | Alarms | 1,614 | 0 | 0 | 0 | | | 0.0% | |
| | Town Council Offices :- Income | 1,714 | 100 | 0 | (100) | | | | 0 |
| 4020 | Cleaning | 0 | 296 | 0 | (296) | | (296) | 0.0% | |
| 4021 | Rubbish Collection | 118 | 613 | 1,000 | 387 | | 387 | 61.3% | |
| 4110 | Rates | 633 | 7,653 | 6,820 | (833) | | (833) | 112.2% | |
| 4115 | Water | 63 | 827 | 550 | (277) | | (277) | 150.4% | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4116 | Confidential Waste - Shredding | 146 | 1,066 | 780 | (286) | | (286) | 136.7% | |
| 4122 | Electricity | 195 | 11,709 | 6,000 | (5,709) | | (5,709) | 195.2% | |
| 4150 | Cleaning | 888 | 3,367 | 2,500 | (867) | | (867) | 134.7% | |
| 4155 | Housekeeping | 0 | 449 | 500 | 51 | | 51 | 89.8% | |
| 4160 | Window Cleaning | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4170 | Maintenance | 559 | 1,128 | 3,300 | 2,172 | | 2,172 | 34.2% | |
| 4179 | Quinquennial Works | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4185 | Alarms | 1,926 | 2,842 | 4,620 | 1,778 | | 1,778 | 61.5% | |
| 4415 | Office Support & Equipment | 0 | 36 | 0 | (36) | | (36) | 0.0% | |
| | Town Council Offices :- Indirect Expenditure | 4,527 | 29,986 | 28,320 | (1,666) | 0 | (1,666) | 105.9% | 0 |
| | Net Income over Expenditure | (2,813) | (29,886) | (28,320) | 1,566 | | | | |
| 205 | Ceremony Room | | | | | | | | |
| 1460 | Ceremony Room Income | 585 | 0 | 0 | 0 | | | 0.0% | |
| | Ceremony Room :- Income | 585 | 0 | 0 | 0 | | | | 0 |
| | Net Income | 585 | 0 | 0 | 0 | | | | |
| 210 | Civic Matters | | | | | | | | |
| 4501 | Mayor's Hospitality | 40 | 304 | 1,100 | 796 | | 796 | 27.6% | |
| 4529 | Civic Insignia | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4531 | Roll of Honour | (30) | 20 | 50 | 30 | | 30 | 40.0% | |
| 4532 | Flag Pole | 140 | 140 | 132 | (8) | | (8) | 106.1% | |
| 4535 | Civic Hospitality | 0 | 561 | 1,100 | 539 | | 539 | 51.0% | |
| | Civic Matters :- Indirect Expenditure | 150 | 1,025 | 2,782 | 1,757 | 0 | 1,757 | 36.8% | 0 |
| | Net Expenditure | (150) | (1,025) | (2,782) | (1,757) | | | | |
| 214 | Grants with Powers | | | | | | | | |
| 1718 | October Fair Donation Income | 0 | 2,250 | 2,250 | 0 | | | 100.0% | |
| 1723 | LTC Grants | 1,500 | 1,500 | 0 | (1,500) | | | 0.0% | |
| | Grants with Powers :- Income | 1,500 | 3,750 | 2,250 | (1,500) | | | 166.7% | 0 |
| 4800 | Barrett Browning Clock | 22 | 573 | 0 | (573) | | (573) | 0.0% | |
| 4805 | Citizens Advice Worcs | 0 | 5,000 | 5,000 | 0 | | 0 | 100.0% | |
| 4826 | Malvern Hilss AONB Partnership | 0 | 500 | 500 | 0 | | 0 | 100.0% | |
| 4827 | Community Action Ledbury | 0 | 10,000 | 10,000 | 0 | | 0 | 100.0% | |
| 4857 | Great Places to Visit Funding | 0 | 9 | 0 | (9) | | (9) | 0.0% | |
| 4870 | Youth Budget | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4875 | Distinguished Citizen Awards | 0 | 192 | 250 | 58 | | 58 | 76.9% | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4876 | October Fair Expenditure | 0 | 1,151 | 1,000 | (151) | | (151) | 115.1% | |
| 4890 | Unspecified Grants | 0 | 21,290 | 20,000 | (1,290) | | (1,290) | 106.5% | |
| 4891 | Age Uk Hereford Localities | 0 | 4,000 | 4,000 | 0 | | 0 | 100.0% | |
| 4892 | Dream Your Future | 0 | 1,500 | 1,500 | 0 | | 0 | 100.0% | |
| 4893 | Ledbury Food Bank | 0 | 2,500 | 2,500 | 0 | | 0 | 100.0% | |
| 4894 | Ledbury Methodist Church | 0 | 1,350 | 1,350 | 0 | | 0 | 100.0% | |
| | Grants with Powers :- Indirect Expenditure | 22 | 48,065 | 51,100 | 3,035 | 0 | 3,035 | 94.1% | 0 |
| | Net Income over Expenditure | 1,478 | (44,315) | (48,850) | (4,535) | | | | |
| 220 | Finance and General Purposes | | | | | | | | |
| 1870 | Bank Interest Received Income | 860 | 11,044 | 1,000 | (10,044) | | | 1104.4% | |
| 1871 | Professional Services Refund | 0 | 1,040 | 0 | (1,040) | | | 0.0% | |
| 1899 | Insurance Claim | 0 | 340 | 0 | (340) | | | 0.0% | |
| 1900 | Precept Income | 0 | 640,671 | 640,671 | 0 | | | 100.0% | |
| 1902 | Western Power WayLeave | 0 | 126 | 120 | (6) | | | 105.0% | |
| | Finance and General Purposes :- Income | 860 | 653,221 | 641,791 | (11,430) | | | 101.8% | 0 |
| 4130 | Insurance | 345 | 19,213 | 17,557 | (1,656) | | (1,656) | 109.4% | |
| 4430 | Advertising | 0 | 883 | 1,000 | 117 | | 117 | 88.3% | |
| 4433 | Card Machine rental | 35 | 438 | 600 | 162 | | 162 | 73.0% | |
| 4435 | Card Machine Transactions | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| 4460 | Subscriptions | 390 | 5,623 | 5,000 | (623) | | (623) | 112.5% | |
| 4550 | Bank Charges | 46 | 773 | 500 | (273) | | (273) | 154.6% | |
| 4551 | Data Protection | 0 | 50 | 500 | 450 | | 450 | 10.0% | |
| 4579 | Audit Internal | 0 | 2,124 | 2,000 | (124) | | (124) | 106.2% | |
| 4580 | Audit External | 0 | 1,680 | 3,000 | 1,320 | | 1,320 | 56.0% | |
| 4590 | Professional Services | 2,160 | 13,839 | 10,000 | (3,839) | | (3,839) | 138.4% | |
| 4592 | PPE/Health & Safety | 0 | 337 | 500 | 163 | | 163 | 67.4% | |
| | Finance and General Purposes :- Indirect Expenditure | 2,976 | 44,961 | 40,657 | (4,304) | 0 | (4,304) | 110.6% | 0 |
| | Net Income over Expenditure | (2,116) | 608,260 | 601,134 | (7,126) | | | | |
| 225 | Councillors/Newsletter | | | | | | | | |
| 4050 | Staff Training | 0 | 258 | 0 | (258) | | (258) | 0.0% | |
| 4400 | Stationery | 0 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4420 | Newsletter | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4500 | Town Mayors Expenses | 109 | 243 | 1,000 | 757 | | 757 | 24.3% | |
| 4502 | Mayor's Advertising | 30 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4520 | Councillors Expenses | 0 | 194 | 500 | 306 | | 306 | 38.8% | |
| 4525 | Councillors Training | 173 | 613 | 1,500 | 887 | | 887 | 40.9% | |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4540 | Election Expenses | 0 | 446 | 500 | 54 | | 54 | 89.1% | |
| 4545 | Annual & Other Meetings | 27 | 581 | 1,000 | 419 | | 419 | 58.1% | |
| | Councillors/Newsletter :- Indirect Expenditure | 339 | 2,335 | 5,500 | 3,165 | 0 | 3,165 | 42.4% | 0 |
| | Net Expenditure | (339) | (2,335) | (5,500) | (3,165) | | | | |
| 230 | Management and Payroll | | | | | | | | |
| 4000 | Staff Salaries | 12,711 | 237,201 | 279,169 | 41,968 | | 41,968 | 85.0% | |
| 4001 | Agency Cover | 2,425 | 6,309 | 8,000 | 1,691 | | 1,691 | 78.9% | |
| 4018 | National Insurance | 6,714 | 27,103 | 0 | (27,103) | | (27,103) | 0.0% | |
| 4019 | Pension | 5,952 | 44,399 | 0 | (44,399) | | (44,399) | 0.0% | |
| 4050 | Staff Training | 952 | 5,972 | 3,000 | (2,972) | | (2,972) | 199.1% | |
| 4051 | Officers Travel/Conference/Sub | 111 | 2,328 | 1,100 | (1,228) | | (1,228) | 211.7% | |
| 4400 | Stationery | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| | Management and Payroll :- Indirect Expenditure | 28,865 | 323,313 | 291,269 | (32,044) | 0 | (32,044) | 111.0% | 0 |
| | Net Expenditure | (28,865) | (323,313) | (291,269) | 32,044 | | | | |
| 235 | Office Facilities & Equipment | | | | | | | | |
| 1036 | Photocopier Printing | 0 | 47 | 0 | (47) | | | 0.0% | |
| | Office Facilities & Equipment :- Income | 0 | 47 | 0 | (47) | | | | 0 |
| 1037 | Photocopier costs refund | 0 | (471) | 0 | 471 | | 471 | 0.0% | |
| | Office Facilities & Equipment :- Direct Expenditure | 0 | (471) | 0 | 471 | 0 | 471 | | 0 |
| 4051 | Officers Travel/Conference/Sub | 0 | 102 | 0 | (102) | | (102) | 0.0% | |
| 4170 | Maintenance | 0 | 539 | 1,650 | 1,111 | | 1,111 | 32.7% | |
| 4400 | Stationery | 1,003 | 5,754 | 3,500 | (2,254) | | (2,254) | 164.4% | |
| 4405 | Photocopier Hire | 0 | 930 | 780 | (150) | | (150) | 119.2% | |
| 4410 | Photocopier Costs | 403 | 4,179 | 2,500 | (1,679) | | (1,679) | 167.2% | |
| 4415 | Office Support & Equipment | 223 | 1,111 | 0 | (1,111) | | (1,111) | 0.0% | |
| 4444 | Petty Cash | 43 | 528 | 1,000 | 472 | | 472 | 52.8% | |
| | Office Facilities & Equipment :- Indirect Expenditure | 1,672 | 13,143 | 9,430 | (3,713) | 0 | (3,713) | 139.4% | 0 |
| | Net Income over Expenditure | (1,672) | (12,625) | (9,430) | 3,195 | | | | |
| 301 | Planning/Economic Development | | | | | | | | |
| 1034 | Tourist Information Centre | 4 | 246 | 0 | (246) | | | 0.0% | |
| 1090 | Charter Market Income | 1,383 | 9,382 | 5,500 | (3,882) | | | 170.6% | |
| 1471 | Dog Poop Bags | 0 | 2 | 0 | (2) | | | 0.0% | |
| | Planning/Economic Development :- Income | 1,387 | 9,630 | 5,500 | (4,130) | | | 175.1% | 0 |


Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4001 | Agency Cover | 818 | 818 | 0 | (818) | | (818) | 0.0% | |
| 4546 | Traffic Management | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4549 | Charter Market improvements | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4553 | Tourist Information Centre | 0 | 888 | 1,000 | 112 | | 112 | 88.8% | |
| | Planning/Economic Development :- Indirect Expenditure | 818 | 1,706 | 5,000 | 3,294 | 0 | 3,294 | 34.1% | 0 |
| | Net Income over Expenditure | 569 | 7,924 | 500 | (7,424) | | | | |
| 302 | Special Projects | | | | | | | | |
| 4118 | Buses4Us | 0 | 24,000 | 0 | (24,000) | | (24,000) | 0.0% | |
| 4432 | Phone Box | 0 | 19 | 0 | (19) | | (19) | 0.0% | |
| 4886 | John Masefield Memorial | 79 | 4,320 | 0 | (4,320) | | (4,320) | 0.0% | |
| | Special Projects :- Indirect Expenditure | 79 | 28,339 | 0 | (28,339) | 0 | (28,339) | | 0 |
| | Net Expenditure | (79) | (28,339) | 0 | 28,339 | | | | |
| 401 | Full Council | | | | | | | | |
| 4400 | Stationery | 0 | 28 | 0 | (28) | | (28) | 0.0% | |
| 4415 | Office Support & Equipment | 43 | 3,887 | 2,000 | (1,887) | | (1,887) | 194.4% | |
| 4455 | Postage | 0 | 439 | 500 | 61 | | 61 | 87.8% | |
| 4480 | ICT-Computers | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4481 | Telephones | 402 | 5,705 | 4,950 | (755) | | (755) | 115.3% | |
| 4482 | Website | 98 | 1,764 | 1,500 | (264) | | (264) | 117.6% | |
| 4483 | ICT Services & Software Lease | 763 | 8,651 | 5,000 | (3,651) | | (3,651) | 173.0% | |
| 4881 | Building Reserves | 0 | 77 | 0 | (77) | | (77) | 0.0% | |
| | Full Council :- Indirect Expenditure | 1,306 | 20,551 | 14,950 | (5,601) | 0 | (5,601) | 137.5% | 0 |
| | Net Expenditure | (1,306) | (20,551) | (14,950) | 5,601 | | | | |
| | Grand Totals:- Income | 10,297 | 700,693 | 678,684 | (22,009) | | | 103.2% | |
| | Expenditure | 75,423 | 799,650 | 679,684 | (119,966) | 0 | (119,966) | 117.7% | |
| | Net Income over Expenditure | (65,126) | (98,958) | (1,000) | 97,958 | | | | |
| | plus Transfers from EMR | 2,142 | 53,967 | | | | | | |
| | Movement to/(from) Gen Reserve | (62,984) | (44,991) | | | | | | |

# Annual Internal Audit Report 2023/24

**Ledbury Town Council**

www.ledburytowncouncil.gov.uk

**During** the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|---|---|---|---|
| A. Appropriate accounting records have been properly kept throughout the financial year. | Yes | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | Yes | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | Yes | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | Yes | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | Yes | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | Yes | | |
| 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. | Yes | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | Yes | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | Yes | | |
| 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. | Yes | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")* | | | N/A |
| 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. | | | N/A |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).* | Yes | | |
| N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).* | | No | |

| O. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
|---|---|---|---|
| | | | N/A |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 21/06/2023 09/11/2023

Name of person who carried out the internal audit: **Kevin Rose ACMA- IAC Audit & Consultancy Ltd**

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: 19/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2024

Ledbury Town Council 2023/2024

## SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistant with the underlying financial records and have been prepared on the basis of Income and Expenditure.

| | | | |
|---|---|---|---|
| Responsible Financial Officer | | Date | |
| I confirm that these accounts are approved by the Council and recorded as council minute reference | | Dated | |
| Signed on behalf of the above Council (Chair) | | Date | |

| | | Last Year £ | This Year £ | General Notes for Guidance |
|---|---|---|---|---|
| 1 | Balances brought forward | 455,041 | 356,754 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year. |
| 2 | (+) Precept or Rates and Levies | 605,091 | 640,671 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3 | (+) Total other receipts | 58,521 | 60,753 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4 | (-) Staff costs | 337,226 | 376,143 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5 | (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6 | (-) All other payments | 424,673 | 424,238 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7 | (=) Balances carried forward | 356,754 | 257,797 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 | Total value of cash and short term investments | 341,152 | 245,401 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9 | Total fixed assets plus long term investments and assets | 824,217 | 0 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10 | Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

The following documents should accompany the accounts when submitted to the auditor:

* A brief explanation of significant variations from last year to this year in Section 2;
* Bank Reconciliation as at 31 March

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

19th May 2024

Dear Angie,

**Year End audit Cover Letter (with Interim)**

An audit was carried out by Kevin Rose on Tuesday 14 May 2024. This was the Year End audit following on from the interim audit carried out on 9 November 2023.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 203 items. A total of 62 items were tested during this audit in addition to the 114 items tested and checked during the interim audit. 27 further items were checked during this audit and confirmed as being 'Not Applicable' to Your Council. All items on the checklists were tested during the year.

**Areas subject to audit were;**

-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)
-Payroll(Box G)
-Assets and investments (Box H)
-Bank reconciliations (Box I)
-Accounting Statements (Box J)

**Summary of tests undertaken this audit**

| | |
|---|---|
| Positive response | 58 |
| Negative response | 4 |
| Not Applicable to your Council | 27 |
| Total tests carried out | **89** |

Of the 62 applicable items tested a Positive response was obtained in respect of 58 tests. There were 4 Negative responses identified and 6 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

**Summary of tests undertaken for the financial year (including the Interim audit)**

| | |
|---|---|
| Positive response | 139 |
| Negative response | 12 |
| Not Applicable to your Council | 52 |
| Total tests carried out | **203** |
| Tests not carried out | Nil |

Unfortunately there was 1 Non-Compliance identified during the year and the Council should consider these in detail as they will result in a Negative response on the Annual Internal Audit Report. The non-compliance relates to the approval of the 2022-23 Annual Governance Statement and Accounting Statements when the Annual Governance Statement was not approved prior to the Accounting Statements as is required by regulation. This issue was also picked up by the External Auditor in their report.

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

Yours sincerely,

Kevin Rose ACMA
Director

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

19th May 2024

Dear Angie,

Further to my Internal Audit of the Council in respect of the 2022 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective N.

**Control Objective N**

*"The authority has complied with the publication requirements for 2022/23 AGAR"*

**Reason for the negative response Control Objective N**

Regulation 16 of the Accounts and Audit Regulations (2015) sets out the requirements in respect of approval of the Annual Governance Statement and the Accounting Statements;

*(4) The annual governance statement, referred to in paragraph (1)(b) must be—*

*(a) approved in advance of the relevant authority approving the statement of accounts*

From a review of the Minutes of the meeting of 29th June 2023 record that the Council had not discharged its obligation under the Regulations, as the Accounting Statements were approved prior to the approval of the Annual Governance Statement.

**Implications in respect of the Annual Return**

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Council will also have to return a negative response in respect of Assertion 3 of the Annual Governance Statement.

It is highly likely that this issue will be subject to further query by the External Auditor and it would be helpful in that regard if the Council were to properly Minute a discussion of a review of this issue and to include an explanatory letter when submitting the Annual Return.

In addition to the Negative Response on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives K, L and O and we are required to explain why we have done this.

- We have responded 'Not Covered' in response to Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.

- At present no specific guidance has been provided to Internal Auditors as to what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.

- We have responded 'Not Covered' in response to Objective O as we understand that the Council does not act as Sole Managing Trustee.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Councils attention in due course.

Yours sincerely,

Kevin Rose ACMA
Director

AP/Fin/2024

** June 2024

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London
E14 4HD

Dear Sir/Madam

**Ledbury Town Council Annual Governance & Accountability Return 2023/24 (AGAR)**

Please find enclosed the required documentation in respect of the 2023/24 AGAR for Ledbury Town Council, which includes a Negative Response letter provided by our Internal Auditor, IAC Audit & Consultancy Ltd.

You will note from the enclosed Internal Audit Negative Response letter that they have advised that Ledbury Town Council had not discharged its obligation under Regulation 16 of the Accounts and Audit Regulations (2015) in respect of the following matter:

"Regulation 16 of the Accounts and Audit Regulations (2015) sets out the requirements in respect of approval of the Annual Governance Statement and the Accounting Statements:

*(4) The annual governance statement, referred to in paragraph (1)(b) must be –*

*(a) approved in advance of the relevant authority approving the statements of accounts*

From a review of the Minutes of the meeting of 29th June 2023 record that the Council had not discharged its obligation under the Regulations, as the Accounting Statements were approved prior to th4e approval of the Annual Governance Statement".

This error was highlighted in the outcome of the External Auditors report in 2023/24 which was received at a meeting of the Finance, Policy & General Purposes Committee held on 16 November 2023 (minute no. F87 refers) and precautions are being taken to avoid a repeat of this non-compliance.

Yours faithfully

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

# Year End audit summary Ledbury Town Council

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

**Year End Audit Date** **14 May 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.* | | 0 | 0 | 0 | 0 | |
| **Box B** | *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.* | 6 | 4 | 4 | 0 | 0 | |
| **Box C** | *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.* | | 6 | 6 | 0 | 0 | |
| **Box D** | *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.* | | 1 | 1 | 0 | 0 | |
| **Box E** | *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.* | 6 | 12 | 10 | 2 | 2 | |
| **Box F** | *Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.* | | 0 | 0 | 0 | 0 | |
| **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.* | 7 | 17 | 17 | 0 | 0 | |
| **Box H** | *Asset and investments registers were complete and accurate and properly maintained.* | 4 | 7 | 7 | 0 | 1 | |
| **Box I** | *Periodic bank account reconciliations were properly carried out during the year.* | | 9 | 8 | 1 | 1 | |
| **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.* | 3 | 6 | 5 | 1 | 2 | |
| **Box K** | *If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered"* | | N/A | N/A | N/A | N/A | |
| **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.* | | N/A | N/A | N/A | N/A | |
| **Box M** | *The authority, during the previous year (2022/23) 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).* | | 0 | 0 | 0 | 0 | |
| **Box N** | *The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).* | 1 | 0 | 0 | 0 | 0 | |
| **Box O** | *(For local councils only)*<br>*Trust funds (including charitable) – The council met its responsibilities as a trustee* | | N/A | N/A | N/A | N/A | |
| | **Totals** | **27** | **62** | **58** | **4** | **6** | **0** |

## Ledbury Town Council

**Interim Audit Date:** 09/11/2023

**Year End Audit Date** 14/05/2024

## Internal Audit Summary for the year 2023-24

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

| | Internal Control Objective | Observations | Observation Analysis | | | | | Responses | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Non - Compliance | High | Medium | Low | Advisory | Positive | Negative | N/A | Not Checked |
| A | *Appropriate accounting records have been properly kept throughout the financial year.* | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 |
| B | *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.* | 4 | 0 | 2 | 2 | 0 | 0 | 31 | 3 | 9 | 0 |
| C | *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.* | 1 | 0 | 1 | 0 | 0 | 0 | 10 | 1 | 1 | 0 |
| D | *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.* | 1 | 0 | 1 | 0 | 0 | 0 | 13 | 1 | 2 | 0 |
| E | *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.* | 2 | 0 | 1 | 1 | 0 | 0 | 16 | 2 | 7 | 0 |
| F | *Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.* | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 0 | 0 |
| 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.* | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 0 | 7 | 0 |
| H | *Asset and investments registers were complete and accurate and properly maintained.* | 1 | 0 | 1 | 0 | 0 | 0 | 7 | 0 | 4 | 0 |
| I | *Periodic bank account reconciliations were properly carried out during the year.* | 2 | 0 | 0 | 2 | 0 | 0 | 13 | 2 | 1 | 0 |
| 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 | 0 | 1 | 1 | 0 | 0 | 7 | 1 | 3 | 0 |
| K | *If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered"* | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 3 | N/A |
| 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.* | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 7 | N/A |

| | Internal Control Objective | Observations | Observation Analysis | | | | | Responses | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Non - Compliance | High | Medium | Low | Advisory | Positive | Negative | N/A | Not Checked |
| **M** | *The authority, during the previous year (2022/23) 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).* | 1 | 0 | 1 | 0 | 0 | 0 | 4 | 1 | 0 | 0 |
| **N** | *The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).* | 1 | 1 | 0 | 0 | 0 | 0 | 6 | 1 | 1 | 0 |
| **O** | *(For local councils only)*<br>*Trust funds (including charitable) – The council met its responsibilities as a trustee* | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 7 | N/A |
| | **Total** | 15 | 1 | 8 | 6 | 0 | 0 | 139 | 12 | 52 | 0 |

# Ledbury Town Council
## Financial Year 2023-24

IAC Audit and Consultancy Ltd

**Audit date:** 14 May 2024

### Year End Internal Audit Observations

**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 | Has the Investment Strategy been subject to annual review? | No | *The Investment Strategy has not been subject to annual review.* | Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process) | High | Draft strategy prepared and to be considered at finance meeting on 23.05.2024 and aproved at full council on 06.06.2024 |
| 2 | Have fees and charges been subject to review during the financial year? | No | *Fees and charges have not been subject to review during the financial year.* | Schedule of Fees and Charges should be subject to annual review as part of the budget setting process. | Medium | Fees and charges were reviewed at the following meetings in 2023/24: E & L Nov 2023 - minute no. E62 E & L Jan 2024 - minute no. E78 Full Council Jan 2024 - minute nos. C193 (2 & 3 refer) |

**H** ***Asset and investments registers were complete and accurate and properly maintained.***

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|---|---|---|---|---|---|---|
| 1 | Assets purchased / disposed of have been added to / removed from asset register | Yes | *Items appear to have been added to the asset register at cost plus VAT, rather than at net cost.* | Assets should be recorded on the asset register at cost net of VAT.<br><br>Council to review value stated for the asset register for 2024. | High | Asset Register amended accordingly |

**I** ***Periodic bank account reconciliations were properly carried out during the year.***

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|---|---|---|---|---|---|---|
| 1 | The Year End bank reconciliations have been signed and dated as evidence of independent review. | No | *As at the date of the audit visit the Year End bank reconciliations had not been signed and dated as evidence of independent review.* | Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review. | Medium | These were signed by the Clerk prior to Internal Audit vist, however were not signed by Chair of Finance, only initialled. Accounts Clerk advised by IA that this was sufficient |

**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.***

| No. | Audit Test | Response | Observation | Recommendation | Priority | Comments |
|---|---|---|---|---|---|---|
| 1 | Audit Extended Trial Balance agrees to draft Accounting Statements | No | *It was noted that there are compensating differences on Box 3 and Box 6. This is due to income code 1037 being included in Box 6 Other Costs and expenditure code 4232 being included in Box 3 Other Income. Total difference on Boxes 3 and 6 is £731 (net effect is Nil)* | Council to consider whether to amend the values stated in the draft accounting statements by increasing both the Box 3 and Box 6 values by £731. | High | Rialtas contacted and amendments made - amended copies of reports provided to internal auditor |
| 2 | Stock quantities on hand have been physically verified | No | *There is a value stated on nominal code 150 of stock of £1,727.69 - this is an old balance from prior year (the Council does not calculate a trading account for this stock)* | The Council to consider whether to continue to record the value of stock on nominal code 150. | Medium | Council to review stock figure and decide on a way forward - Tour Guide Leader asked to undertake regular stock takes of Painted Room items for sale |

Appendix xiii
Item 13

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

| | Agreed | | | |
|---|---|---|---|---|
| | Yes | No* | | 'Yes' means that this authority: |
| **1.** We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✔ | | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| **2.** We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✔ | | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| **3.** We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | ✔ | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| **4.** We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✔ | | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| **5.** We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✔ | | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| **6.** We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✔ | | | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.* |
| **7.** We took appropriate action on all matters raised in reports from internal and external audit. | ✔ | | | *responded to matters brought to its attention by internal and external audit.* |
| **8.** We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✔ | | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |
| **9.** (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |
| | | | ✔ | |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Appendix xiv
Item 13

## Section 2 – Accounting Statements 2023/24 for

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2023 £ | 31 March 2024 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.* |
| **1.** Balances brought forward | 455,041 | 356,754 | *Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.* |
| **2.** (+) Precept or Rates and Levies | 605,091 | 640,671 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 58,521 | 60,753 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| **4.** (-) Staff costs | 337,226 | 376,143 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| **5.** (-) Loan interest/capital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 424,673 | 424,238 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| **7.** (=) Balances carried forward | 356,754 | 257,797 | *Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).* |
| **8.** Total value of cash and short term investments | 341,152 | 245,401 | *The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.*** |
| **9.** Total fixed assets plus long term investments and assets | 824,217 | 842,031 | *The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.* |
| **10.** Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| For Local Councils Only | Yes | No | N/A | |
|---|---|---|---|---|
| **11a.** Disclosure note re Trust funds (including charitable) | | | | *The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.* |
| **11b.** Disclosure note re Trust funds (including charitable) | | | ✔ | *The figures in the accounting statements above exclude any Trust transactions.* |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

Date 28/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

**LEDBURY TOWN COUNCIL**

**Annual return for the year ended 31st March 2024**

**Section 2 – THE STATEMENT OF ACCOUNTS – supporting notes**

**Line 1 Balances brought forward.**

The £356,754 total balances and reserves balances to the Box 7 of the previous year's return

**Line 2 Precept**

The 2023/24 Precept of £640.671 represented a £35,580 increase (5.55%), this represents £3,556.29 Band D equivalent Properties = £180.19.

**Line 3 Total other receipts**

£60,753 total other receipts were received in 2023/24 a small increase over the previous year. However, there are 2 major receipts to highlight, the previous year contained the £11,154 one off Welcome Back Fund receipt, whilst in 2023/24 Ledbury Town Council obtained the benefit of higher deposit account interest rates. In total £11,044 was earned.

**Line 4 Staff Costs**

An additional £38,917 was expended on staffing during 2023/24 in comparison to 2022/23, representing a 11.54% increase.

The wage award for 2023/24 was an increase of £1,925 pa for all staff on SC P 2-43 or 3.88% on staff on SCP 44 and above, in addition there was a small amount of incremental drift upwards. During 2023/24 the Council employed a Town Cleaner, whereas in previous years the tasks were covered by contractors, this equated to a £22,956 expenditure switch from non-pay headings.

**Line 6 All other payments**

The £424,238 spend is very similar to the previous year, which includes one off expenditure in relation to Great Places to Visit Funding (£83,632) and New Play Equipment (£62,527).

During 2023/24 the Council expended £53,967 on schemes/initiatives funded from ear-marked reserves

Market House repairs £26,978

War Memorial £24,344

CCTV £2,635.

In addition, £44,990 was funded from the General Reserves for:

Bus4us £24,000 a 3 Town Initiative in support of bringing back a local bus route that travels via Ledbury/Ross/Newent.

Agency staff to cover the long-term sickness of the Cemetery Maintenance Operative £8,000

Additional Christmas Lights expenditure £8,930

Unplanned tree works at Dog Woods £8,780

**Line 7 Balances carried forward.**

The £257,797 year end balance shows a £98,957 reduction, this is detailed previously as £53,967 Ear marked reserve reduction plus General Reserve reduction of £44,990.

**Line 8 total value of cash and short-term investments**

The £245,901 balances to the year end bank reconciliation, the £95,751 reduction linked to the approvals from the Ear Marked and General reserves.

**Overall Observation**

As the Clerk/Responsible Finance Officer I consider that 2023/24 was a very successful year financially. The Council managed the budget very well to approved levels whilst delivering major projects. Cost pressures arising from staff sickness had no impact of service delivery.

**WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS**

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.

3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):

   a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:

      i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;

      ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and

      iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and

   b) a statement that sets out—

      i) the period for the exercise of public rights;

      ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

      iii) the name and address of the local auditor;

      iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

**HOW DO YOU DO IT?**

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:

a) the approved Sections 1 and 2 of Form 2 of the AGAR; and

b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024); and

c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

**Smaller authority name:** _____

# NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**
**The Accounts and Audit Regulations 2015 (SI 2015/234)**

| NOTICE | NOTES |
|---|---|
| **1. Date of announcement:__Friday, 7 June 2024_____**(a) | (a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below |
| **2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.**<br>**Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:**<br><br>(b) **Angela Price - Town Clerk**<br>**Ledbury Town Council, Church Street, Ledbury, HR8 1DL**<br>**Tel: 01531 632306; Email: clerk@ledburytowncouncil.gov.uk**<br><br>commencing on (c) **Monday, 10 June 2024**<br><br>and ending on (d) **Friday, 19 July 2024** | (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts<br><br>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below<br><br>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. |
| **3. Local government electors and their representatives also have:**<br><br>• The opportunity to question the appointed auditor about the accounting records; and<br><br>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.<br><br>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. | |
| **4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:**<br><br>**PKF Littlejohn LLP (Ref: SBA Team)**<br>**15 Westferry Circus**<br>**Canary Wharf**<br>**London E14 4HD**<br>(sba@pkf-l.com) | |
| **5. This announcement is made by (e) Angela Price (RFO)** | (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority |

# LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

## The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

## The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

## The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

**The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

**A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

| | |
|---|---|
| For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website. | If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*. |

**WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS**

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.

3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):

   a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:

      i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;

      ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and

      iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and

   b) a statement that sets out—

      i) the period for the exercise of public rights;

      ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

      iii) the name and address of the local auditor;

      iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

**HOW DO YOU DO IT?**

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:

a) the approved Sections 1 and 2 of Form 2 of the AGAR; and

b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024); and

c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

# LEDBURY TOWN COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

### ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**
**The Accounts and Audit Regulations 2015 (SI 2015/234)**

| NOTICE | NOTES |
|---|---|
| **1. Date of announcement:__Friday, 7 June 2024_____**(a) | (a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below |
| **2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.**<br>**Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:** | |
| (b) **Angela Price - Town Clerk**<br>**Ledbury Town Council, Church Street, Ledbury, HR8 1DL**<br>**Tel: 01531 632306; Email: clerk@ledburytowncouncil.gov.uk** | (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts |
| commencing on (c) **Monday, 10 June 2024** | (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below |
| and ending on (d) **Friday, 19 July 2024** | (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. |
| **3. Local government electors and their representatives also have:**<br>• The opportunity to question the appointed auditor about the accounting records; and<br>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.<br>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. | |
| **4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:**<br>**PKF Littlejohn LLP (Ref: SBA Team)**<br>**15 Westferry Circus**<br>**Canary Wharf**<br>**London E14 4HD**<br>(sba@pkf-l.com) | |
| **5. This announcement is made by (e) Angela Price (RFO)** | (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority |

# LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

## The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

## The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

## The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

**The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

**A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

| | |
|---|---|
| For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website. | If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*. |

# LEDBURY TOWN COUNCIL

## STATEMENT OF INTERNAL CONTROL 2023/24

### 1. Scope of Responsibility

Ledbury Town Council is a Local Authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk. The Council is required by Regulation 6.1 of the Accounts and Audit Regulations 2015, to review each financial year the effectiveness of its system of financial control.

### 2. The Purpose of the System of internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, and to manage them efficiently, effectively, and economically. The system of internal control has been in place at the Council for the year ended 31 March 2024.

### 3. The Internal Control Environment

**The Council**

- The Council has adopted Financial Regulations which set parameters for the Council’s financial operations.
- The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful, and in accordance with Standing Orders.
- The Council meets at least six times per year to monitor and review its obligations, aims and objectives, and receive reports from the Clerk/RFO, committees and members of the Council.
- The Council has appointed Committees who monitor progress against objectives and budgets.
- The Finance, Policy & General Purposes Committee monitors financial systems and procedures, budgetary control and regularly reviews financial matters.
- The Council met in December 2023 to approve the budget and precept for the coming year 2024/25.

- The Council carries out regular reviews of its internal controls, systems, and procedures.
- Payroll is processed by an external provider using Xero Payroll Software and checked by the Responsible Financial Officer.
- Banking services are provided by Lloyds Bank PLC
- The Council uses a computerised accounting system Rialtas to complete the management accounts and financial returns for the Council.

**Clerk to the Council/Responsible Finance Officer (RFO)**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and manager and RFO.

The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

**Payments**

All expenditure (the incurring of costs) must be authorised by the Council, or by a committee having delegated authority, or (in accordance with the Financial Regulations) by other delegated authority.

All payments from the Council's bank accounts are only to be made with dual authorisation either by two councillor signatories on cheques, or signatory from the Chair of Finance and Clerk on payments agreed in the appropriate committee for payment by BAC's.

**Risk Assessment/Risk Management**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. The insurance cover is regularly reviewed to ensure the correct level of cover has been provided.

**Internal Auditor**

The Council has appointed IAC Audit and Consultancy as Independent Internal Auditor who reports to the Council on the adequacy of:

- Records
- Procedures
- Systems of internal control
- Regulations
- Risk management
- Governance processes

The effectiveness of internal audit is reviewed annually by the Council.

**External Auditor**

The Council's external auditors are PKF Littlejohn, appointed by Smaller Authorities Audit Appointments Ltd (SAAA), who submit an annual certificate of audit which is presented to the Council.

**Professional Advice**

Additionally, the Council seeks and receives appropriate property, legal, insurance, VAT, personnel/human resources, and health & safety advice as appropriate to manage risk.

4. **Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- The full council
- The work of officers reporting to the Council and its committees
- The Clerk and RFO to the Council who are responsible for the development and maintenance of the internal control environment and managing risk.
- The independent Internal Auditor who reviews the Council's system of internal control and reports to the Council.
- The Council's External Auditor who makes a final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman, the Town Clerk, and the Internal Auditor. An Audit Certificate is issued.
- The number of significant issues that are raised during the year.

5. **Significant Internal Control Issues**

The Council strives for the continuous improvement of the systems it has adopted at all times and agree to act on any significant internal control issues raised throughout each financial year.

**Approved by Council**

**Date:**

**Minute No.**

# LEDBURY TOWN COUNCIL

## INVESTMENT STRATEGY

Introduction

This guidance has been prepared in accordance with the Guidance on Local Government Investments ("the Guidance"), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1 April 2018.

The Guidance states:

a. Where a Town or Parish Council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.

b. Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.

c. Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance needs to be treated as applying in relation to that year.

The Guidance recommends that a Council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.

A "Specified Investment" is one which is made in sterling, is not long term (less than 12-months) not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council.

Any other type of investment is considered "Non-Specific" to which there can be greater risk and where professional investment advice might be required.

Strategy

Ledbury Town Council are requested to adopt the following investment strategy:

1. The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.

2. The Council's priorities will be centred on the security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed) of its reserves, sustainability and ethical investments (consider not investing in companies that are not sustainable or ethical).

DRAFT

3. Adopt the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 3rd Edition dated 11 March 2010. https://assets.publishing.service.gov.uk/media/5a74512440f0b646ce8d9b0e/Guidance_on_local_government_investments.pdf

4. Carry out an annual cash flow forecast to ascertain expenditure commitments for the coming financial year.

5. On the basis of that cash flow forecast, to invest only in:

   - Specified Investments or in
   - Non-specified investments including longer term investments i.e. 12 months or more but which still offers the greatest security
   - Bodies with high credit ratings

Adopted:

Minute No.

Review date:

DRAFT

Invoices for June 24

| INVOICE DATE | INVOICE NO | BAC's/Chq | COST CENTRE/ NOMINAL CODE | COMPANY |
|---|---|---|---|---|
| 26.05.2024 | 3 | BACS | 201/4170/EMR | Theoc Conservation Ltd |
| 23.05.2024 | 243 | BACS | 230/4415 | NABMA |
| 24.05.2024 | GB124335631-2024-10509 | BACS | 235/4400 | Amazon |
| 24.05.2024 | GB727255821 | BACS | 235/4155 | Amazon |
| 24.05.2024 | GB9096722452024271 | BACS | 202/4170 | Amazon |
| 24.05.2024 | GB20125031752024788 | BACS | 235/4415 | Amazon |
| 22.05.2024 | BK216141-1 | BACS | 230/4051 | SLCC |
| 24.05.2024 | 1807 | BACS | 220/4579 | IAC |
| 09.05.2024 | 379564 | BACS | 105/4700 | Total Merchandise |
| 17.05.2024 | 19628 | BACS | 102/4416 | Ledbury Garden Machinery |
| 20.05.2024 | 748533 | BACS | 235/4400 | Printerbase |
| 16.05.2024 | 5235028 | BACS | 235/4400/4415 | Viking Raja |
| 21.05.2024 | 6553 | BACS | 301/4549 | Signworx |
| 16.05.2024 | 6684951 | BACS | 230/4001 | Hoople |
| 23.05.2024 | 66845006 | BACS | 230/4001 | Hoople |
| 16.05.2024 | M00042638 | BACS | 235/4400 | Manutan |
| 14.05.2024 | 45127173 | BACS | 225/4502 | LOCALiQ |
| 25.05.2024 | Costco | BACS | 202-4155/301-4549/127-4607 | Re-imburse A Price |
| 25.05.2024 | H1930.3/24024 | Bacs | 1/21 | Caroe & Partners |
| | | | | |

Signed

Signatory 1

Signatory 2

Clerk

| DESCRIPTION | NET AMOUNT | VAT AMOUNT | GROSS AMOUNT |
|---|---|---|---|
| Inspection of extrnal panels, tower access, patch repairs to panels and panel replacement | 5,000.00 | 1,000.00 | 6,000.00 |
| Delegate Fee O Trueman | 350.00 | 70.00 | 420.00 |
| Acrylic Perspex Sheet | 6.57 | 1.32 | 7.89 |
| Electric Kettle LTC | 19.07 | 21.89 | 22.89 |
| LTC Stair Treads | 43.29 | 8.68 | 51.97 |
| Laptop riser with adjustbale heights | 14.97 | 3.00 | 17.97 |
| Themed Summit - Planning | 65.00 | 13.00 | 78.00 |
| Internal Audit - Year End | 375.25 | 75.05 | 450.30 |
| Mugs for Painted Room | 832.87 | 166.57 | 999.44 |
| Oil and Line for Cemetery Strimmer | 48.91 | 9.79 | 58.70 |
| Ink Cartridges | 192.13 | 38.43 | 230.56 |
| Office equipment and stationery | 98.36 | 19.67 | 118.03 |
| Signage for no parking on Charter Market days | 172.00 | 34.40 | 206.40 |
| Temporary Administrator | 486.42 | 97.28 | 583.70 |
| Temporary Administrator | 818.07 | 163.61 | 981.68 |
| Key Fobs LTC Offices | 24.25 | 4.85 | 29.10 |
| Mayors Advertising | 123.00 | 24.61 | 147.61 |
| Housekeeping, equipment for Town Cleaner | 150.75 | 30.15 | 180.90 |
| Feasibility Study for wheelchair access to Market House | 3,000.00 | 600.00 | 3,600.00 |
| TOTALS | 11,820.91 | 2,382.30 | 14,185.14 |

date

date

date

| FULL COUNCIL | 6 JUNE 2024 | AGENDA ITEM: 16 |
|---|---|---|

Report prepared by Angela Price – Town Clerk

## REQUEST FROM JOHN MASEFIELD MEMORIAL WORKING PARTY

### Purpose of Report

The purpose of this report is to ask Members to give consideration to a request from the John Masefield Memorial Working Party in respect of the "Masefield Matters" Project.

### Equality Duty

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

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

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

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

### Detailed Information

In order to progress the John Masefield Project there are a number of recommendations from the Working Party that need to be considered and approved by Council.

Securing funding from NLHF is a highly competitive process and whilst this is believed to be a worthwhile project there is no guarantee of funding.

The whole project is underpinned by community participation.

1. Employing staff – as part of the project the Working Party has identified that there will be a need to engage two members of staff on full-time, two-year fixed term contract.

The proposal is that two project staff would be recruited, one being a young person (under 25) as a paid (living wage) intern on a fixed-term, one year contract and a Project Coordinator which would be a full-time role on a salary of circa £27,344-£29,439, which is in line with the Community Engagement Officer's salary.

The funding for these two roles will be part of the funding application, however, as they will be employed by Ledbury Town Council approval is required from the Council in respect of these roles.

It should be noted that the John Masefield Working Party have advised that the following items/changes/details would need to be considered. The Clerk has asked the Working Party to confirm that these items would be costed from within the NLHF grant and that Ledbury Town Council would not be require to fund any of these from within their annual budgets, should the Clerk have this response in time for the meeting Members will be updat4ed.

1) Laptops x2
2) Mobile phones (handset + contract) x2
3) Sorting out office space, any furniture?
4) Training (anything?)
5) Travel, mileage rates
6) Is there staff parking? (It would be useful to know what car park charge is for volunteer expenses !!).
7) Subsistence rates (if required, e.g. out of town meeting).
8) Recruitment costs (thinking more of the junior role where I would expect to employ a local young person).

2. Match funding – It is a normal requirement of funding applications via National Ledbury Heritage Funding (NLHF) to have a percentage of the fund requested as match funding. It has been suggested that the Working Party should aim for 10% of the application. The funding application being submitted is for £250,000 and therefore 10% of this would be £25,000.

   There have to date been two offers of £1,000 from local residents towards this project and the Working Party are asking Ledbury Town Council to agree to match funding of £5,000, which would be in addition to the £15,000 the Council has already pledged in support of setting up this project.

3. A Copy of the draft proposed funding application to the National Lottery Heritage Fund will be provided separately to this report, for GDPR purposes, for a sum of £250,000.

   Members should note that there are some areas within the report that need to be completed, however the Working Party are hoping to have this application ready for submission in June 2024 and would therefore request authority from Ledbury Town Council to do so, subject to the remaining segments being completed.

4. One of the points that needs clarifying within the attached application is who would be responsible for the maintenance of the final memorial and how this would be managed.

   As this is a Ledbury Town Council project and the application is being made in their name as the primary partner of the project, the Working Party has assumed that Ledbury Town Council would take on the responsibility of the memorial following completion, which would include appropriate maintenance and management. However, it should be borne in mind that this would undoubtedly mean an annual cost to Ledbury Town Council and therefore Members need to give consideration as to whether it would be the Council who would be responsible for the memorial on completion, and if not who and how it would be maintained, accepting that there is likely to be an annual cost to the council which would be dependent on the design/style of the final memorial.

   It is proposed ongoing maintenance will be a consideration within the brief for the memorial.

5. The Working Party would like to hold a fund-raising event for around 35 distinguished guests in June 2024. It is hoped that this event will help secure the remaining £18,000 (or more) required for the match funding of the project.

   It is proposed that this could be held in the Masters House, noting that if the weather was in their favour they could make use of the Court Yard within the boundary of the Masters House.

   Therefore, the Working Party are requesting that approval be given to drawing down on the remaining funds allocated for the project from within the Council budgets for 2024/25 which there is currently circa £5,000 remaining.

**<u>Recommendation</u>**

**That a Full Council approve the following requests from the John Masefield Memorial Working Party**:

1. The recruitment of two staff by the Council, one being a young person (under 25) as a paid (living wage) intern and a Project Coordinator which would be a full-time role on a salary of circa £27,344-£29,439, which is in line with the Community Engagement Officer's salary, be approved, noting that the funding for these two roles would be part of the NLHF application.

2. Ledbury Town Council to agree to match funding of £5,000, which would be in addition to the £15,000 the Council has already pledged in support of setting up this project.

3. The Working Party be authorised to submit the NLHF application, subject to the remaining information being included accordingly.

4. Members give consideration as to whether it would be the Council who would be responsible for the monument on completion, and if not who and how it

would be maintained, accepting that there is likely to be an annual cost to the council which would be dependent on the design/style of the final memorial.

5. Approval be given to drawing down on the remaining funds allocated for the project from within the Council budgets for 2024/25 which there is currently circa £5,000 remaining, to enable a fund-raising event to be held in the Masters House as outlined above.

| FULL COUNCIL | 6 JUNE 2023 | AGENDA ITEM: 17(i) |
|---|---|---|

Report prepared by Angela Price – Town Clerk

## OFFICER REPORTS - TOWN CLERK'S REPORT

### Purpose of Report

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 22 March January 2024 .

### Detailed Information

Below is a list of meetings etc that the Clerk has attended since the 18 January 2024.

- 26.03.2024 – Meeting with Councillor I'Anson (Town Mayor)
- 26.03.2024 – Phone meeting with Advansys (website provider) to discuss changes to website as agreed by council
- 27.03.2024 – Meeting with Christmas Lights company to discuss potential new contract
- 27.03.2024 – Traffic Management Working Party meeting
- 27.03.2024 – Tourism Task & Finish meeting
- 28.03.2024 – Meeting with Town Mayor to go through Full Council agenda
- 28.03.2024 - Phone call with Jane Mee in respect of John Masefield Memorial project
- 28.03.2024 – Meeting with Councillor Morris to discuss John Masefield Memorial project
- 28.03.2024 – Full Council meeting
- 02.04.2024-04.02.2024 – Attended ILM 5 course (half day on 03.04.2024 due to JMMWP Meeting)
- 03.04.2024 – John Masefield Memorial Working Party Meeting
- 10.04.2024 – Finance year end with Rialtas
- 10.04.2024 – Reconvened Full Council meeting

- 11.04.2024 – Employee supervisory meeting
- 11.04.2024 – Planning, Economy & Tourism Meeting
- 12.04.2024 – Work with Councillor Hughes to review final sections of risk register
- 12.04.2024 – Teams meeting with Jane Mee, Cllrs Hughes and Furlonger to discuss staffing of John Masefield project
- 14.04.2024 – Mayor's Mile event
- 15/16.04.2024 – Attended two days of ILM 5 course – now have three assignments to complete, each consisting of a number of learning outcomes. Timescales for completion up to two years but expected to students are expected to complete ahead of this timeframe. – Working through assignments at weekends in own time.
- 17.04.2024 – Employee supervisory
- 18.04.2024 – Meeting with Cllrs Morris and Furlonger re John Masefield Project
- 18.04.2024 – Employee supervisory
- 23.04.2024 – Meeting with Cllr Howells to discuss NDP, Local Plan and Bovis Hearing
- 23.04.2024 – Teams meeting with Fit for the Future – suggested requirement of applicants for NLHF
- 24.04.2024 – meeting with Mayor's secretary to discuss Ledbury's Got Talent event
- 24.04.2024 – Tourism Task & Finish meeting
- 25.04.2024 – Meeting to discuss quotes for design work for John Masefield project
- 25.04.2024 – Meeting with Cllrs Morris to discuss John Masefield Memorial WP agenda
- 25.04.2024 –Meeting with Cllr Hughes to review governance papers
- 25.04.2024 - Annual Parish Meeting
- 26.04.2024 – Meeting with Al Braithwaite to discuss how LTC, Ledbury Places and NMITE can work together to develop a plan for the heritage buildings etc. in Ledbury – Al preparing draft report for future consideration

- 26.04.2024 – Visit to Bookers Cash and Carry to sign up and purchase items for sale at Ledbury's Got Talent event

- 29.04.2024 – Meeting with Clive Jupp and Cllr Hughes to discuss ownership of Community Hall following an enquiry from Community Association's Solicitor. – Clerk to visit HARC to review files to see if any information can be found about this from 1971 changes to local government – attending HARC 06.06.2024

- 29.04.2024 – meeting with Mayor's Secretary to price confectionary etc for sale at Ledbury's Got Talent Event for Mayor's Charity

- 01.05.2024 – Meeting with Jane Mee and Cllr Morris to consider risk register for John Masefield Project

- 01.05.2024 – John Masefield Memorial Working Party Meeting

- 02.05.2024 – Meeting with Cllr Chowns to discuss potentially standing for Town Mayor at Annual Meeting

- 03.05.2024 – Ledbury's Got Talent (Mayor's event) – JMHS

- 07.05.2024 – Attended Local Plan Consultation Event – Burgage Hall

- 09.05.2024 – Met with Cllr Furlonger in Parkway to establish "what three words" locations for proposed SID's

- 09.05.2024 -Annual Council Meeting held

- 10.05.2024 – Meeting with successful designer re John Masefield project

- 13.05.2024 – Local Plan meeting with Ward Councillor, Ledbury Places and Nicola Forde (CPRE) to consider Council response to Herefordshire Council Draft Local Plan (Reg 18)

- 14.05.2024 – Internal Auditor year end visit – auditor advised that he could see great improvement in the governance of the council since his last visit – report provided to FP & GP meeting for initial consideration and recommendations made to full council for final approval and signing of AGAR

- 17.05.2024 – Covered funeral due to all cemetery staff being on leave

- 21.05.2024 – Health & Safety training for all staff provided as part of contract with Worknest

- 21.05.2024 – Meeting at the cemetery with distressed family members – outcome of meeting relayed to Cllr Chowns (Town Mayor) to be discussed with the Chair of E & L (Cllr Hughes) – memo sent to all staff who are involved with the cemetery advising them of the issues raised and what was agreed with the family – family advised that should they have any further concerns to contact

the me directly – Clerk to carry out monthly inspections of the cemetery with the DTC going forward to ensure condition of cemetery improves

- 22.05.2024 – Met with new Hereford City Council Clerk – Karen Davies – discussed Zipper project and she agreed to keep me informed on the progress of this project

- 28.05.2024 – Met with Robin Oakey of the Barn to discuss St Katherine's Square – advised Mr Oakey that LTC hope to be taking on a Licence to Occupy the square which will put the day to day booking and management of the Square in the hands of Ledbury Town Council – advised that the first formal event on the Square will be Community Day on 8 June and that should he wish to hire it at the moment he must do this via Herefordshire Council. HC currently charging £200 per day, £100 per half day and £25 Per hour to use Square. Also informed Mr Oakey of LTC's plans for future use of the Square i.e. specialist markets and events.

- 29.05.2024 – John Masefield Memorial Comms Steering Group meeting to discuss final designs for work to visual identity.

- 30.05.2024 – Attending launch of "Mensheds" (AGE UK Project) at the Rugby Club, Ledbury

In addition to the meetings listed above, the Clerk has regular weekly meetings with the Deputy Clerk on a Monday morning, and regular meetings with the Community Engagement Officer.

**Ongoing projects and workstreams**

Service agreement between LTC and the Rogers Family – It is hoped that this will be finalised in the near future and at a stage ready to share with Rogers Family for their input.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months and some of these need further actions.

- The Apprentice Admin post has been advertised and the closing date for applications is 16 June following which H&WTGA will review applications and undertake initial interviews and forward on details of those candidates they feel are suitable for LTC – Senior Officers will then carry out further interviews – anticipated start date for apprentice is late July early August. In the meantime the temporary administrator is happy to continue.
- New admin role JD/PS to be drafted and provided to Resources for approval ahead of advertising the role.
- Week beginning 10 June there will be a work experience student joining LOTC for one week. Jacob is currently attending Hereford College and is interested in a career in administrative work.
- Cemetery Groundsman is back at work following long-term sickness.

All staffing issues are reported via the Resources Committee where appropriate, and the Mayor is kept informed of all issues regularly.

**Please note I will be on annual leave from 14 – 28 June and therefore should you have a need to contact the office during that time, please contact the Deputy Clerk in the first instance.**

Tasks/events to be undertaken over the next month include:

D Day 80th service at St Michael & All Angels – 02.06.2024

D Day 80th commemoration service War Memorial – 06.02.2024 at 6.30 pm

Have Council stand at Community Day 08.06.2024
Currently waiting for Ward Councillor to sign commissioning application for SID's once completed will forward to HC.

Task & Finish meeting arranged to discuss cemetery matters – 16:00 hrs 04.06.2024

Recruitment process for administrator to be started.

Committee Structure meeting scheduled for in readiness for submission to Annual Council meeting in May.

Work with HC Estates Office in respect of St Katherine's Square

Meet with Lloyds Bank and Cllr Newsham to discuss improvements to the Council's bank account system, credit card and potential short term investment opportunities

CCLA invited to a meeting of Council to explain who they are and what they offer councils, and how money is invested etc.

**Recommendation**

That Members receive and note the above information.

**LEDBURY TOWN COUNCIL**

| FULL COUNCIL | 6 JUNE 2024 | AGENDA ITEM: 17(ii) |
|---|---|---|

Report prepared by Julia Lawrence – Deputy Town Clerk

## OFFICER REPORTS – DEPUTY TOWN CLERK'S REPORT

### Purpose of Report

The purpose of this report is to provide Members with information on meetings and updates on some ongoing projects that have been undertaken by the Deputy Town Clerk since the last Full Council Meeting held on 28 March 2024.

### Detailed Information

Below is a list of meetings that the Deputy Clerk has attended since the last Full Council meeting in March 2024 with some updates on particular projects detailed below.

| Date | Meeting / Update |
|---|---|
| 25 March | Meeting with Clerk |
| 27 March | Meeting with Blachere Illuminations re Christmas Lights |
| 28 March | Full Council Meeting |
| 2 April | Return to Work meeting with Team member |
| | Meeting with Team member to discuss daily work programme |
| 4 April | Attended Coffee Morning for Stromstad |
| 8 April | Meeting with the Clerk |
| 9 April | Appraisal with Team member |
| 10 April | Full Council Meeting |
| 11 April | Appraisal with Team member |
| | Supervisory meeting with Clerk |
| 12 April | Meeting with Lite Ltd re Christmas Lights |
| 15 April | Contractors on site at Cemetery Chapel re EICR Repair Works |
| 16 April | Meeting with resident regarding location of bench in Dog Hill Woods |
| 18 April | Annual Leave |
| 19 April | Annual Leave |
| | Lightning Inspection at Cemetery Chapel |
| 23 April | Meeting with Festive Lighting company re Christmas Lights |
| | Climate Change Working Party |
| 25 April | Annual Parish Meeting |
| 2 May | Environment & Leisure Committee Meeting |
| 3 May | Liaising with contractor to cut down 3 small trees overhanging footpath in Dog Hill Wood |
| | Ledbury's Got Talent event, John Masefield High School |
| 5 May | Drainpipe/guttering repairs take place at Council Offices |

| | |
|---|---|
| 9 May | Annual Council Meeting |
| 13 May | Annual Leave |
| | Memorial Testing starts at Ledbury Cemetery |
| 14 May | Annual Leave |
| 15 May | Annual Leave |
| 16 May | Annual Leave |
| 17 May | Annual Leave |
| 23 May | Annual Leave |
| 24 May | Annual Leave |
| 26 May | Hanging Baskets installed in Town |
| 27 May | Bank Holiday |
| 29 May | Staff Team Meeting |

## UPDATES

### 1 Staff

Whilst it is not shown within the table above, I meet with the Maintenance Operative each morning to provide him with a programme of works for the day.

### 2 Council Offices

**CCTV**

Caroe & Partners have now been appointed to undertake the Listed Building Consent planning application for a new CCTV system at the Council offices. The draft application has now been presented to Council Officers for checking, which will then be submitted to Herefordshire Council.

**Quinquennial Report (Council Offices / Market House)**

The Deputy Clerk is currently reviewing the Quinquennial Survey that was carried out in October 2018 to establish what works remain outstanding both for the Council Offices and Market House. Caroe & Partners have recommended that a new Survey be carried out next year. The Deputy Clerk will be presenting a report to the next Environment & Leisure Committee meeting in July 2024.

**Chimney Sweeping**

Quotations have been requested from various chimney sweeps to sweep the main chimney in the Council Offices. The quotations are awaited.

### 3 Cemetery

**Memorial Testing**

Memorial Testing took place in the week commencing Monday, 13 May 2024. 673 memorials were tested and there are a total of 37 memorial fails. The 37

memorials have had a sign and band attached to show that the memorial is unsafe.

Officers will be contacting the owners of the failed memorials in the next few weeks to advise them that the memorials will need to be fixed.

**“Bill the Bell” Plaque – Cemetery Chapel**

The plaque for “Bill the Bell” has now been put up in the Cemetery Chapel. The family has been contacted as I am sure they will want to see the plaque now that it has been installed.

**Memorial Plaque for late Mayors and Councillors**

The order has been placed for the new Memorial Board for the Cemetery Chapel and this is awaited.

## 4 Planters for War Memorial

Ledbury in Bloom have been requested to “build” a prototype trough that will be in keeping with the War Memorial, which is to be presented to the next Environment & Leisure Committee for their opinion/approval before proceeding with building any further troughs.

## Recommendation

That Members receive and note the above information.

| FULL COUNCIL | 6 JUNE 2024 | AGENDA ITEM: 17(iii) |
|---|---|---|

Report prepared by Olivia Trueman – Community Engagement Officer

## COMMUNTIY ENGAGEMENT OFFICER REPORT

### Purpose of Report

The purpose of this report is to provide Members with details of meetings and work streams that the Community Engagement Officer has undertaken since the last meeting of Full Council.

### Detailed Information

Below is a list of meetings etc that the CEO has attended since the 28 March 2024.

### Meetings

- **27.03.24 – Meeting with Griff Holiday** to discuss Ledbury Celebration partnership and Community Day
- **27.03.24- Meeting with local website designer** to discuss the possibility of creating a virtual calendar for the John Masefield page on the Town Council Website. This was a recommendation from the JMWP
- **27.03.24- Tourism Task and Finish Meeting**
- **28.03.24 – John Masefield Memorial Working Party**
- **03.04.24 – John Masefield Working Party**
- **03.04.24 – Meeting with Jane Mee** regarding funding options for the JM Memorial
- **04.04.24 – Events Working Party**
- **04.04.24 – Meeting with Mary Keyes** regarding Leaf Family fund days, and how the Town Council can help facilitate this event i.e. hire of gazebos and games, printing posters, advertising and volunteers
- **08.04.24** – **Website training**
- **09.04.24 – Ledbury's Got Talent Auditions** at John Masefield High School
- **10.04.24 – GBGW steering group meeting**
- **14.04.24 – Mayors Mile**
- **18.04.24 – Supervisory meeting with the Town Clerk**
- **22.04.24 – John Masefield communications steering group**
- **25.04.24 – Zoom meeting to discuss the John Masefield Memorial designs and quotes**, accompanied by Justine Peberdy, ex-Mayor Helen I'Anson and Caroline Magnus
- **01.05.24 – John Masefield Memorial Working Party** to discuss funding streams
- **03.05.24 – Meeting with Emma Jackson** (previously employed by Ledbury Celebration) to do a short handover on the Ledbury Celebration work
- **03.05.25 – Ledbury's Got Talent**

- **09.04.24 – Ledbury Youth Provision session @ Ledbury Rugby Club**
- **14.05.24 – Meeting with Griff Holiday discuss Ledbury Celebration progress**
- **14.05.24 - Meeting with Councillor Furlonger to discuss logistics of the Great Big Green Week Photography Competition**
- **23.05.24 – Ledbury Networking Meeting**
- **23.05.25** – **Visiting businesses in town** to discuss the joint window competition with Ledbury Poetry (a collaboration to celebrate the Great Big Green Week and the Poetry Festival) the theme is Rivers
- **28.05.2**4 – **Meeting with the Town Clerk and Robin Oakley** to discuss the Town Square and a potential to grow the Charter Market
- **28.05.24 – Ledbury Celebration meeting to discuss progress**
- **29.05.24 – GBGW Steering Group**
- **30.05.24 – Invited to Ledbury Rugby Club for the Sheds Together launch**
- **05.06.24 - Invited to the LGBTQIA+ at the Rugby Club**
- **06.06.24 - Events Working Party**

**Update on The Great Big Green Week**

The Events Working Party, with the approval of the Environment and Leisure Committee, agreed that the Council would host activities in the town from June 8th to 16th to celebrate the Great Big Green Week. A budget of £800 was allocated from the Climate Change budget for this purpose.

A schedule of events can be found on the Town Council website. Examples of activities include a Willow Weaving Workshop, a community litter pick, and a photography competition. The Council is also working with Ledbury Places to host the movie "Rivers" in the Heritage Centre and partnering with the Ledbury Library Development Group to hold wildplay sessions in the Master's House during Ledbury Community Day.

**Christmas Light Switch on**

Confirmation has been received in principle for successful grant funding from Round 2 of the UKSPF Festivals and Event Grant, allocating £2,500 towards Ledbury's Christmas Light Switch-On Event on Sunday, 24 November 2024. The CEO is currently waiting to hear back from the grants team regarding any additional documentation needed.

The CEO has contacted local traders and community groups to discuss working together more during festive events like the Christmas Light Switch-On and late-night shopping. This effort aims to gather different groups to share ideas, resources, and support.

Local market organisers have been contacted and asked to provide quotes to manage the market during the light switch-on event. This initiative aims to streamline event planning, enabling the officers to focus on managing the event and entertainment. This

approach is particularly beneficial as officers and staff often encounter challenges with volunteer availability for event assistance. An update on this will be provided at the Markets Working Party accordingly.

## Ledbury Celebration

The collaboration between Ledbury Celebration and the Town Council has commenced, with the CEO actively coordinating with Griff Holliday to organise the market. Already, traders scheduled to participate in Ledbury Celebration have expressed interest in also joining the Charter Market.

## Town Council Newsletter

The Town Council has recently launched a new Newsletter, with its first edition printed and distributed on Thursday,11 May. This publication is now available at various local establishments such as coffee shops, medical centres, veterinary clinics, and barbers/hairdressers. Initial feedback from residents has been positive, with one individual expressing interest in wider distribution across the community.

To accommodate this request, the CEO is currently exploring options with mailshot providers to facilitate distribution to a broader audience. The forthcoming edition is scheduled for release at the end of June. In preparation, members are kindly reminded to submit any reports or updates to the CEO no later than **Wednesday, 19th June 2024.**

## Ongoing projects and workstreams

- **Calander of Events –** Working with the Events Working Party and Town Clerk to create an electronic events Calander on the LTC website

- **Totally Locally** – Looking into this scheme with a view of proposing that the council and Traders of Ledbury sign up. https://totallylocally.org/

- **Stromstad-** Building stronger links between Stromstad TIC and Ledbury TIC

- **Christmas Light Switch on Event** – Funding has been granted in principle Working with groups and traders.

- **New Market Policy –** Working with existing and new traders to implement the new Market Policy and Terms and Conditions

- **Newsletter –** To create a new and improved Town Council Newsletter

- **Social Media –** A structured approach to enhancing our social media presence is in progress, with a focus on delivering engaging and informative content through a carefully crafted posting schedule.

- **John Masefield Working Party –** To support the John Masefield Working Party

- **Ledbury Celebration –** Working in partnership with The Food Group and Ledbury Poetry festival to organise Ledbury Celebration

- **Heritage open Day –** Conversations with Community Groups and Museums to start planning Ledbury Heritage Open Days 2024

- **Ledbury Business Breakfast –** The CEO and Town Clerk are working on a business breakfast. CEO has discussed this with Ledbury Traders who are in favour of this proposal

**Recommendation**

That the above report be received and noted.

**MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION**
**FRIDAY 8 MARCH 2024 – TALBOT HOTEL DINING ROOM**

**PRESENT:**
Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Mal Hughes (MH),
Sue Hughes (SH) (Ledbury Community Choir),
Cllr Phillip Howells – Ledbury Town Council (PH), Clive Jupp (CJ), Jill Jupp (JJ),
Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO).

**APOLOGIES:** Pauline Bates (PSB), Cllr Helen I'Anson (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. | |
| 2. | **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING:** Minutes of Meeting 3 January 2024 were agreed and the Minutes then signed as a correct record.<br><br>No matters arising not covered by the Agenda. | |
| 3. | **TREASURER'S REPORT:** SB reported that the bank balance was currently £1402.98.<br><br>CJ and SB updated the Committee on the ongoing saga with Barclays Bank and the correspondence which had been exchanged.<br><br>Barclays had finally acknowledged that they hadn't handled the issue well and credited £50.00 to the Association Bank Account.<br><br>It had taken letters to Barclays, the MP for North Herefordshire and the Charity Commission to achieve this.<br><br>The Association would not have to complete the paperwork again unless the Banking Regulations altered. Barclays would amend their documents to set out clearly the supporting paperwork which they required. (These had been submitted when the Association had opened their account). | |
| 4. | **MEMBERSHIP: New Membership Leaflet:** Work on this was almost complete and it would be circulated for the next meeting. | |
| 5. | **LEDBURY SWIFTS UPDATE:** SO reported that the last communication with IFK Strömstad had indicted the possibility of a | |

| | | |
|---|---|---|
| | visit to Ledbury, end July/beginning of August but they were awaiting on an update from the Coach, Seid-Ali Moosavi-Far, who was the main contact.<br><br>They had similar issues to Swifts in terms of sufficient volunteers.<br><br>Peter Boyle, Ledbury Town Football Club, was finding it difficult to obtain commitment from players for a tour to Stromstad in 2024, | |
| 6. | **REPORT FROM STRÖMSTAD GROUP:** Following communication received from the Ledbury Board in Strömstad, JJ reported back on:<br><br>• The success of the English style traditional tea party held at a café in Strömstad.<br><br>• The forthcoming 'PIAF with Friends' musical collaboration between the 'Markendahls' and the Ledbury Singers, taking place on Friday 5 April 2024 at Ledbury Rugby Club.<br><br>• Educational Links. Ninni was keen to bring a party of students to Ledbury and form links with JMHS. | |
| 7. | **MUSIC COLLABORATION – 5 APRIL 2024:** MH and SH were in the process of arranging the music with Bosse and Nina Markendahl for 'Piaf with Friends'.<br><br>Publicity was in place.<br><br>Tickets had been produced and would be on sale shortly.<br><br>The budget had been based on selling 60 tickets which would mean that the event would 'more than break even'.<br><br>Risk Assessment still awaited from Swifts.<br><br>Help would be required to transport equipment Thursday afternoon/evening, set up Friday morning and dismantle and remove early on the Saturday morning.<br><br>Some items would then need to be taken to The Talbot Hotel as Nina and Bosse were performing there on the Saturday evening.<br><br>Still trying to source a three-quarter Double Bass. JJ had approached Malvern College and JMHS. | |

| | | |
|---|---|---|
| | The plan was to create a 'night club' effect for 'Piaf with Friends'. Black curtaining was required. The Market Theatre had been approached. If they could not help fabric would need to be purchased. Decorative candles etc. would be on each table.<br><br>Drinks would be available from the Rugby Club Bar.<br><br>Some stage lighting was being borrowed from Ledbury Methodist Church. A donation would be made to the Church to acknowledge this.<br><br>Rehearsals would be taking place Tuesday evening, at the Methodist Church and Wednesday and Thursday at the Rugby Club.<br><br>An 'Informal Programme' for guests for the week was in the course of being put together and would be shared with the Committee.<br><br>It was agreed to hold a short meeting to finalise arrangements for 'PIAF with Friends' on Saturday 23 March 2024 7.30 pm at 7 Pound Close. | |
| 8. | **SOCIAL EVENTS AND FUND RAISING:**<br><br>**Annual Quiz:** Date set for Friday 22 March, at the Royal British Legion Club, 7.30 pm.<br><br>Usual format, teams of 4, £3.00 per person. Evening would include a raffle.<br><br>HJ had arranged for David to put together the Quiz and deliver it on the evening.<br><br>Promotion being done via usual avenues.<br><br>**Midsummer Celebration in Strömstad Friday 21 June 2024:** This was an invitation from Nina and Bosse Markendahl to celebrate Midsummer Swedish style.<br><br>Seven were confirmed to go from Ledbury, leaving eight spaces available.<br><br>Information to be included in forthcoming Newsletter, explaining that the Association could support with information and advice re travel and accommodation. | **JJ** |

| | | |
|---|---|---|
| 9. | **EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STRÖMSTAD:** JJ had forwarded information about the Twinning and Ninni's contact details to Jess Locke, Librarian and the latter was sharing the information with Chloe Limbrick, new Deputy Head at John Masefield.<br>Ninni had also contacted JL but it was unclear how much actual progress was being made.<br><br>Ninni was still keen to bring a group of students to Ledbury.<br><br>Bromesberrow and Eastnor Schools to be contacted re talks in the summer or autumn terms. | **JJ** |
| 10. | **TALKS TO LOCAL GROUPS:** A talk to Ledbury Town Council, Planning, Economy and Tourism Committee had been arranged for Thursday 14 March.<br>.<br>Talk to be accompanied by a Power Point Presentation.<br><br>JJ to confirm actual start time and Agenda with the Clerk. | **JJ/CA/CJJ**<br><br>**JJ** |
| 11. | **SOCIAL MEDIA:** No update as MF not present. | |
| 12. | **A.O.B: World Book Day – Saturday 9 March 2024:** The Association had been invited to participate by the Community Development Officer at Ledbury Town Council.<br><br>CA and JJ were telling the story of 'The Fox and the Tomten' by Astrid Lindgren, in the Ledbury Community Hub, supported with artefacts and activities. Timing of the session was 12.00 – 2.00 pm.<br><br>**Annual General Meeting:** After discussion date of Thursday 30 May 2024 7.30 pm in Ledbury Market House, followed by drinks in Little Strömstad at The Talbot Hotel. JJ to book both venues.<br><br>**Smorgasbord Evening:** JJ speak to Helen at The Talbot re an autumn event and discuss date at AGM meeting.<br><br>**Pull Up Display Boards:** Quotes to be obtained. | **CA JJ**<br><br>**JJ** |
| 13. | **DATE OF NEXT MEETINGS: 'PIAF with Friends'**: Final Arrangements Saturday 23 March 2024 7.30 pm at 7 Pound Close.<br><br>**AGM:** Thursday 30 May 2024 7.30 pm Ledbury Market House.<br><br>The Meeting closed at 9.20 pm. CA thanked everyone for attending. | |

# MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
# HELD ON WEDNESDAY 1st May 2024 at the Methodist Church, Bye Street.

**PRESENT:** Johnny Chan (Chair) (JC), Janet Meredith (JM), Sue Hughes (SH), Sonia Bowen (SB), Harold Armitage (HA), Robin Hiseman (RH), Anita Griškjāne (AG), Ashley Norman (AN).

**IN ATTENDANCE:** Merle Symonds (MS).

**APOLOGIES:** Paul Bartlett (PB), Jamie Hobby (JH), Alesa Halford (AH), Hayley Hoskins (HH)

## CARNIVAL THEME: CARNIVAL GOES GOLD
## MONDAY 26TH AUGUST 2024.

| | | |
|---|---|---|
| **1.** | **WELCOME AND APOLOGIES:**<br>JC welcomed everyone and noted absent members. | |
| **2.** | **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING:**<br>The Minutes of the previous meeting held on 10 April 2024 having been previously circulated were taken as read, and approved. | |
| **3.** | **TREASURER'S REPORT:**<br>JM reported bank balances of £14,733.57 current a/c, £20.81 deposit a/c, no petty cash, giving a total of £14,754.38p. This includes the grant from Ledbury Town Council (LTC). JM reported she will now be able to close the deposit account as soon as our internet banking setup is finalised. SH has replaced JJ as a signatory on the bank account. After discussion it was decided to raise the ceiling to £200 for making payments without getting Committee approval. | **JM** |
| **4.** | **FUNDRAISING AND SPONSORSHIP:**<br>JM reported that Tesco Blue Coin grant scheme seems to be going very well for us; that the grant from UPFPS has been approved but we do not yet know how much this will be, we should have an offer letter within 2 weeks. The Committee heartily thanked JM for all her hard work and effort in procuring funds for Carnival.<br>There was discussion on whether we should distribute to local pubs, etc some collecting tins for loose change. Or perhaps card reader donations. Perhaps pursue this in the future.<br>We also agreed to set up giving QR donations through our website. | **JM**<br><br>**RH** |
| **5.** | **EVENT MANAGEMENT, HEALTH AND SAFETY:**<br>**Health and Safety:** Nothing to report.<br>**Event Management:**<br>SB and SH to update for this year. SB has received approval from HCC for carnival road closures. JC to document where all road closure notices, barriers, etc are placed, in time for next meeting. RH to arrange additional sponsorship logo signage when we receive the paperwork.<br>JC to bring a sign to the next meeting as a sample to get correct logo size. | **SB/SH**<br>**JC**<br>**RH**<br><br>**JC** |
| **6.** | **MAIN EVENTS AND CHILDREN'S ENTERTAINMENT:**<br>SH reported that all main stage and children's entertainments are now booked and contracts will be sent out shortly. | **SH** |
| **7.** | **STALLS AND STREET ORGANISATION:**<br>JM reported the Colwall hand bell ringers are not now taking part so cannot help us officially open Carnival. More craft stalls have applied for space as well as 2 new businesses.<br>SB still waiting to hear from Olivia Truman regarding a generic Risk Assessment that we can use for all stalls, but this is not critical. | **SB** |

| | | |
|---|---|---|
| **8.** | **PROCESSION, ROAD CLOSURE AND RELATED WORK:**<br>Bromyard Pride will enter a float and possibly a group of Ukranians, and the winner of Ledbury's Got Talent. Ledbury Poetry Festival were interested so hopefully they will enter a float. JM suggested that they may like to open and have a stall outside their building.<br>SB reported that the Freemasons may be able to provide stewards for us for Carnival Day.<br>Ledbury Youth Club and Ledbury Community Hub are hoping to enter floats. | |
| **9.** | **RAFFLE AND SHOP WINDOW COMPETITION:**<br>HH has approached her Head Office (One Stop) to supply a main raffle prize.<br>JH to organise the shop window competition.<br>SH already has two independent judges. | |
| **10.** | **PUBLICITY AND PROGRAMME:**<br>**Publicity:**<br>At this point MS was invited to tell the committee how he would contribute to progressing / publicising Carnival, after which he was voted onto Committee as Social Media manager by a unanimous show of hands. JC, RH and MS to meet before next meeting to come up ideas.<br>Re the website, our domain name to be transferred to RH as soon as possible.<br>JM/RH to liaise regarding photos.<br>**Programme:**<br>JC and RH to liaise re programme content. | **RH/JC/ MS**<br>**RH/JC**<br><br>**RH/JC** |
| **11.** | **CARNIVAL PRINCE/PRINCESS:**<br>**Thank You Tea:**<br>Was held 21st April in the Almshouses.<br>**Judging Arrangements for 2024:**<br>Only received three entries – one boy and two girls. So all were appointed to cover any events during the year. Much more publicity needed for next year to get more entrants.<br>Agreed that new Princesses would wear the Attendants cloaks, and the new Prince would wear last year's Princess's cloak after being altered to have gold trim fitted.<br>Attendants cloaks do need replacing – we need to find someone willing. RH suggested the lady at The Nest. | |
| **12.** | **COMMITTEE VACANCIES AND FUTURE-PROOFING:**<br>Still looking for replacement Chairman, Treasurer, Stall Organiser, Secretary or Entertainment Co-ordinator, and now we also need Prince/Princess Chaperone as we are advised AH may stand down. | |
| **13.** | **ANY OTHER BUSINESS AND DATE OF NEXT MEETING:**<br>**Carnival Equipment:**<br>SB suggested she approach the Town Council to see if they can provide storage space for Carnival equipment so we can keep everything in one place.<br>**Community Day:**<br>JM, JC and SB will attend. SB will go around all attending stalls to ask if they would like to come to Carnival.<br>**DATE OF NEXT MEETING:**<br>Wednesday 5th June, Methodist Church, 7.15pm. Upstairs room is booked from 7pm so we can start earlier if everyone is ready.<br>Please make a note in your diaries these future meeting dates:<br>**July 3rd, July 17th, August 7th and August 21st.**<br>Meeting closed at 8.24pm. | **SB** |

**NOTICE OF PROPOSAL**

**HEREFORDSHIRE COUNCIL**
**(VARIOUS ROADS, LEDBURY)**
**(WAITING RESTRICTIONS & PERMIT PARKING)**
**ORDER 2024**

The County of Herefordshire District Council, known as Herefordshire Council, in exercise of its powers under Sections 1, 2, 3, 4, 5, 32, 33, 35, 37, 45, 46, 47, 49, 51 and 53 of Part I and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, proposes to make the above Order, the general effect of which will be to introduce the restrictions detailed in the schedule below:

| **Schedule A - Parking Permit Charges** | |
|---|---|
| First Parking Permit | £30 |
| Second Parking Permit | £30 |
| Third Parking Permit | £75 |
| Fourth Parking Permit | £100 |
| Fifth Parking Permit | £100 |
| Replacement Permit Cost | £10 |
| Business Permit Cost | At the discretion of Herefordshire Council |
| Note – There may be limits on the number of permits which may be issued to a particular dwelling/property. Not all dwellings/properties will be eligible for all of the permits detailed in this schedule. | |

| **Schedule 1 – Prohibition of Waiting at Any Time (Double Yellow Line) Restrictions** | | |
|---|---|---|
| **Column 1** | **Column 2** | **Column 3** |
| **Road** | **Side** | **Description** |
| Masefield Avenue | South-west | From a point 86m east of its junction with The Homend for a distance of 11m in a south-easterly direction |
| Queens Court | South-east | From its junction with Bridge Street for a distance of 48m in a south-westerly direction. |
| Queens Court | South-west | From its junction with Bridge Street for a distance of 11m in a south-westerly direction. |
| Queens Court | West | From a point 76m south-west of its junction with Bridge Street for a distance of 9m in a southerly direction. |
| The Homend | South-west | From its junction with Newbury Park for a distance of 10m in a north-westerly direction. |
| The Homend | South-west | From its junction with Newbury Park for a distance of 10m in a south-easterly direction. |
| Newbury Park | North-west | From its junction with the Homend for a distance of 10m in a south-westerly direction. |
| Newbury Park | North-west/North-east | From a point 176m south-west of its junction with the Homend for a distance of 11m in a south-westerly and then north-westerly direction. |
| Newbury Park | South-east | From its junction with the Homend for a distance of 11m in a south-westerly direction. |
| Newbury Park | South-east/North-east | From a point 173m south-west of its junction with the Homend for a distance of 12m in a south-westerly and then south-easterly direction. |
| Homend Crescent | South-west | From its junction with Bank Crescent to its junction with Church Street |
| Homend Crescent | North-east | From its junction with Hillfield Drive to its junction with Church Street |
| Victoria Road | South-west | From its junction with Albert Road for a distance of 11m in a north-westerly direction. |
| Victoria Road | South-west | From its junction with Albert Road for a distance of 10m in a south-easterly direction. |
| Albert Road | North-west | From its junction with Victoria Road for a distance of 10m in a south-westerly direction |
| Albert Road | North-west | From its junction with Little Marcle Road for a distance of 25m in a north-easterly direction |

| | | |
|---|---|---|
| Albert Road | South-east | From its junction with Victoria Road for a distance of 10m in a south-westerly direction |
| Albert Road | South-east | From its junction with Little Marcle Road for a distance of 18m in a north-easterly direction |
| Little Marcle Road | North-east | From its junction with Albert Road for a distance of 10m in a north-westerly direction |
| Little Marcle Road | North-east | From its junction with Albert Road for a distance of 11m in a south-easterly direction |
| New Street | South-east | From its junction with Fairfields Road for a distance of 10m in a south-westerly direction |
| New Street | South-east | From its junction with Fairfields Road for a distance of 17m in a north-easterly direction. |
| Fairfields Road | South-west | From its junction with New Street for a distance of 16m in a south-easterly direction |
| Fairfields Road | North-east | From its junction with New Street for a distance of 16m in a south-easterly direction |
| Lower Road | North-west | From its junction with the Lower Road Trading Estate for a distance of 8m in a south-westerly direction. |
| Lower Road | North-west | From its junction with the Lower Road Trading Estate for a distance of 10m in a north-easterly direction. |
| Bridge Street | North-west | From its junction with the Lower Road Trading Estate for a distance of 9m in a south-westerly direction. |
| Bridge Street | North-west | From its junction with the Lower Road Trading Estate for a distance of 14m in a north-easterly direction. |
| Lower Road Trading Estate | South-west | From its junction with Lower Road for a distance of 24m in a northerly direction |
| Lower Road Trading Estate | South-west | From a point 31m north of its junction with Lower Road for a distance of 20m in a northerly then south-westerly direction |
| Lower Road Trading Estate | North-west | From its southern junction with Ledbury Ind Estate for a distance of 13m in a south-westerly direction. |
| Lower Road Trading Estate | North-east | From its junction with Lower Road for a distance of 21m in a northerly direction |
| Lower Road Trading Estate | South-west | From a point 35m north of its junction with Lower Road for a distance of 32m in a northerly then north-easterly direction |
| Lower Road Trading Estate | North-east | From its southern junction with Ledbury Ind Estate for a distance of 15m in a north-easterly direction. |
| Ledbury Ind Estate | West | From its junction with Lower Road Trading Estate for a distance of 21m in a northerly direction |
| Ledbury Ind Estate | East | From its southern junction with Lower Road Trading Estate for a distance of 7m in a northerly direction |
| Ledbury Ind Estate | East | From its northern junction with Lower Road Trading Estate for a distance of 18m in a southerly direction |
| Lower Road Trading Estate | North-west | From its northern junction with Ledbury Ind Estate for a distance of 17m in a north-easterly direction. |
| Lower Road Trading Estate | South-east | From its northern junction with Ledbury Ind Estate for a distance of 21m in a north-easterly direction. |
| Lower Road Trading Estate | South-east/South-west | From a point 82m north-east of its northern junction with Ledbury Ind Estate for a distance of 34m in a north-easterly and then south easterly direction. |
| Lower Road Trading Estate | South-west | From its junction with Bridge Street for a distance of 19m in a north-westerly direction |
| Lower Road Trading Estate | North-east | From its junction with Bridge Street for a distance of 19m in a north-westerly direction |

| **Schedule 2 – Disabled Badge Holders Only** | | |
|---|---|---|
| **Column 1** | **Column 2** | **Column 3** |
| **Road** | **Side** | **Description** |

| | | |
|---|---|---|
| Queens Court | South-east | From a point 54m south-west of its junction with Bridge Street for a distance of 7m in a south-westerly direction. |
| Queens Court | West | From a point 60m south-west of its junction with Bridge Street for a distance of 7m in a south-westerly direction. |
| Queens Court | South-east | From a point 85m south-west of its junction with Bridge Street for a distance of 7m in a south-westerly direction. |

| **Schedule 3 – Residents Permit Parking** | | | | |
|---|---|---|---|---|
| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** |
| **Road** | **Side** | **Description** | **Restricted hours** | **Zone** |
| Belle Orchard | North-West | From its junction with Orchard Lane for a distance of 129m in a north-easterly direction. | Monday-Saturday 8am-8pm | |
| Belle Orchard | South-East | From a point 5m north-east of its junction with Orchard Lane to its junction with Belle Orchard Close. | Monday-Saturday 8am-8pm | |
| Belle Orchard | South-East | From its junction with Belle Orchard Close for a distance of 46m in a north-easterly direction. | Monday-Saturday 8am-8pm | |
| Belle Orchard | South | From a point 12m west of its junction with The Homend for a distance of 17m in a westerly direction. | Monday-Saturday 8am-8pm | |
| Belle Orchard Close | South-West/North-West | From its junction with Belle Orchard for its entire length including the turning head. | Monday-Saturday 8am-8pm | |
| Belle Orchard Close | North-East/South-East | From a point 45m south-east of its junction with Belle Orchard for the remainder of its length including the turning head. | Monday-Saturday 8am-8pm | |
| Queens Court | North-West | From a point 11m south-west of its junction with Bridge Street for a distance of 49m in a south-westerly direction. | Monday-Saturday 8am-8pm | |
| Queens Court | West | From a point 67m south-west of its junction with Bridge Street for a distance of 9m in a southerly direction. | Monday-Saturday 8am-8pm | |
| Queens Court | West | From a point 92m south-west of its junction with Bridge Street for the remainder of its length including the turning head. | Monday-Saturday 8am-8pm | |
| Queens Court | South-East | From a point 48m south-west of its junction with Bridge Street for a distance of 6m in a south-westerly direction. | Monday-Saturday 8am-8pm | |
| Queens Court | South-East/East | From a point 61m south-west of its junction with Bridge Street for the remainder of its length including the turning head. | Monday-Saturday 8am-8pm | |

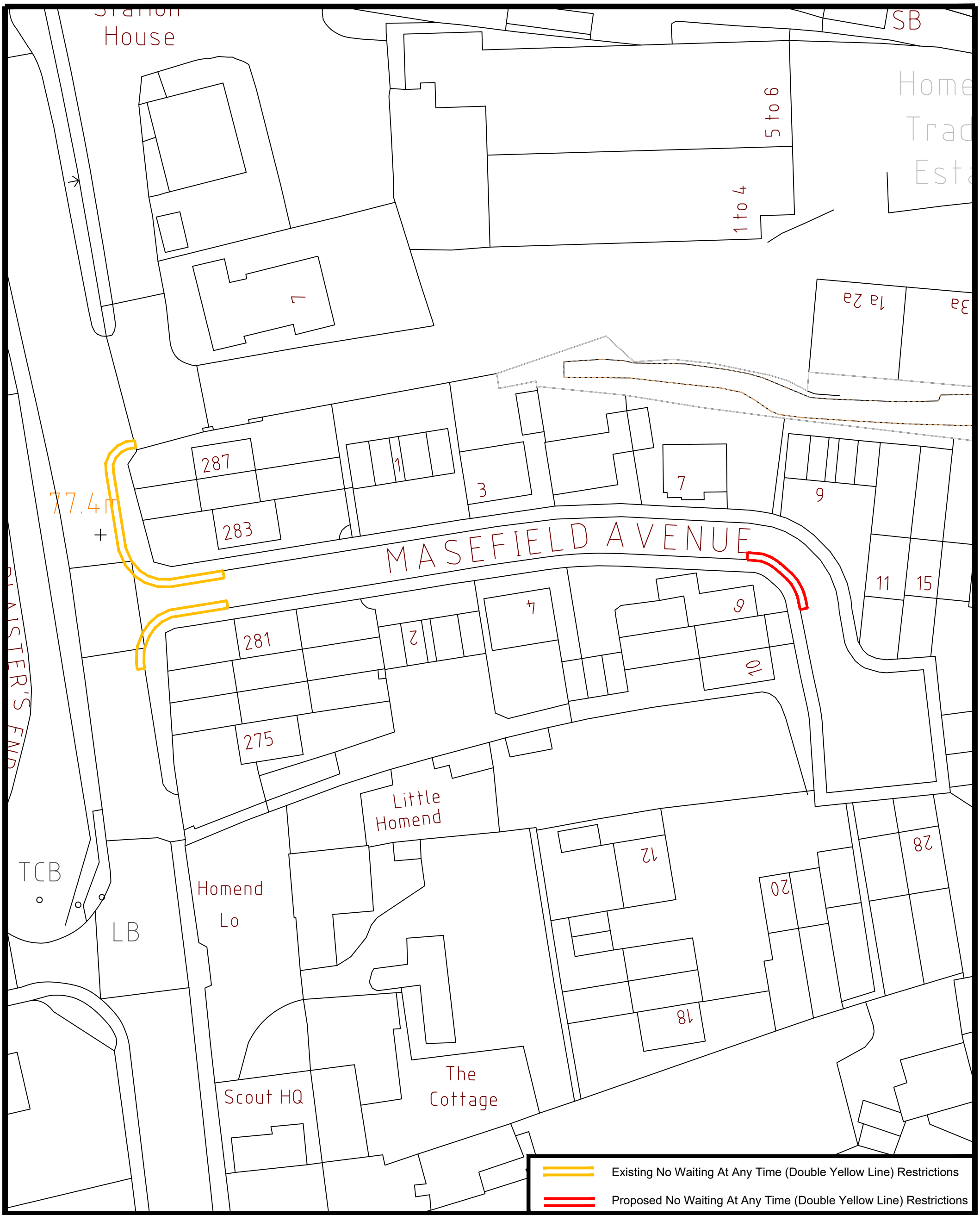
| **Schedule 4 – Residents Permit Parking or Limited Waiting (Marked Bay) Restrictions** | | | | | | |
|---|---|---|---|---|---|---|
| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** | **Column 7** |
| **Road** | **Side** | **Description** | **Restricted Hours** | **Maximum Stay** | **No Return** | **Zone** |
| New Street | North-West | From a point 25m south-west of its junction with Harling Court for a distance of 23m in a south-westerly direction | Monday-Saturday 8am-6pm | 1 Hour | 1 Hour | |
| New Street | North-West | From its junction with Harling Court for a distance of 62m in a north-easterly direction | Monday-Saturday 8am-6pm | 1 Hour | 1 Hour | |

A copy of the draft Order, with plan and Statement of Reasons can be viewed on the Council's website at **www.herefordshire.gov.uk** in the Proposed Traffic Regulation Order section. They are also available for inspection during normal office hours at the Hereford Customer Service Centre, Blue School House, Blue School Street, Hereford, HR1 2LX. Photocopies of the same may be provided on payment of photocopying charges at the Council.

General enquiries relating to the proposal should be referred to the Traffic Management Team at ADL Traffic and Highways Engineering Ltd (Tel: 01454 332100). Objections to the proposal together with the grounds on which they are made must be sent in writing to the Traffic Management Team, ADL Traffic and Highways Engineering Ltd, ADL House, Oaklands Business Park, Armstrong Way, Yate, Bristol BS37 5NA, or by email to info@adltraffic.co.uk The deadline for the receipt of objections is 12:00 noon on Friday 14th June 2024. Representations of support will also be received during this time.

*Any representations received by the Council may be imparted to third parties. We will keep your data for up to 7 years. Your information may be shared with other Balfour Beatty teams within Herefordshire and Herefordshire Council in order to provide you with the service. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/*

Mark Averill
Service Director for Highways & Environment
23rd May 2024




N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

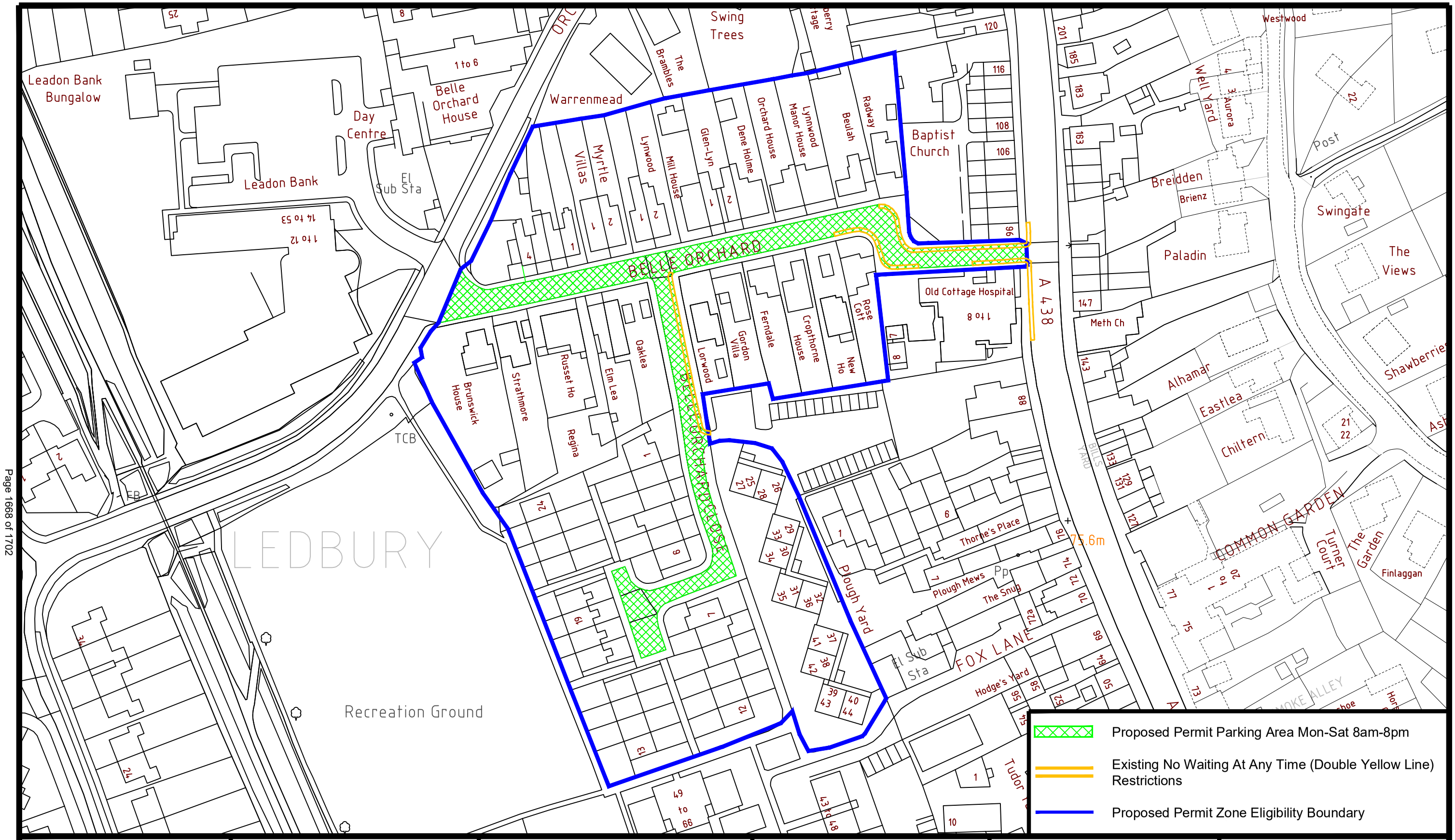
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: Masefield Avenue Ledbury

Title: Proposed Parking Restrictions

| Date | Drawn | | |
|---|---|---|---|
| January 2024 | LO | | |
| Checked: WC | Date | Approved: TH | Date |
| Scale: NTS@A3 | Drg No.: 3409-157-001 | | Rev.: B |




Proposed Permit Parking Area Mon-Sat 8am-8pm

Existing No Waiting At Any Time (Double Yellow Line) Restrictions

Proposed Permit Zone Eligibility Boundary

N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES

1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

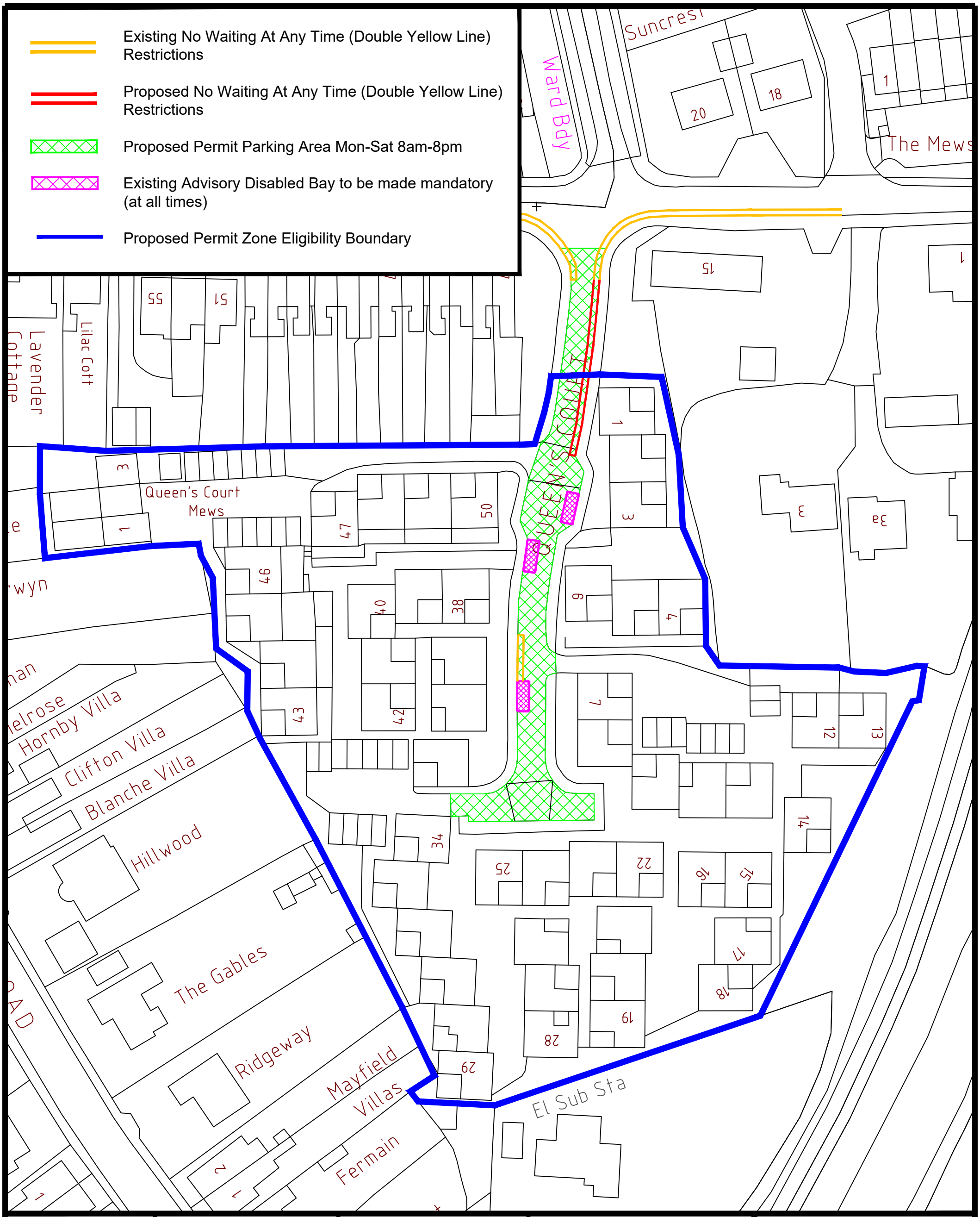
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: Belle Orchard & Belle Orchard Close Ledbury

Title: Proposed Permit Parking Area

| Date | Drawn | | |
|---|---|---|---|
| January 2024 | LO | | |
| Checked: WC | Date | Approved: TH | Date |
| Scale: NTS @ A3 | Drg No.: 3409-157-002 | | Rev.: A |




N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

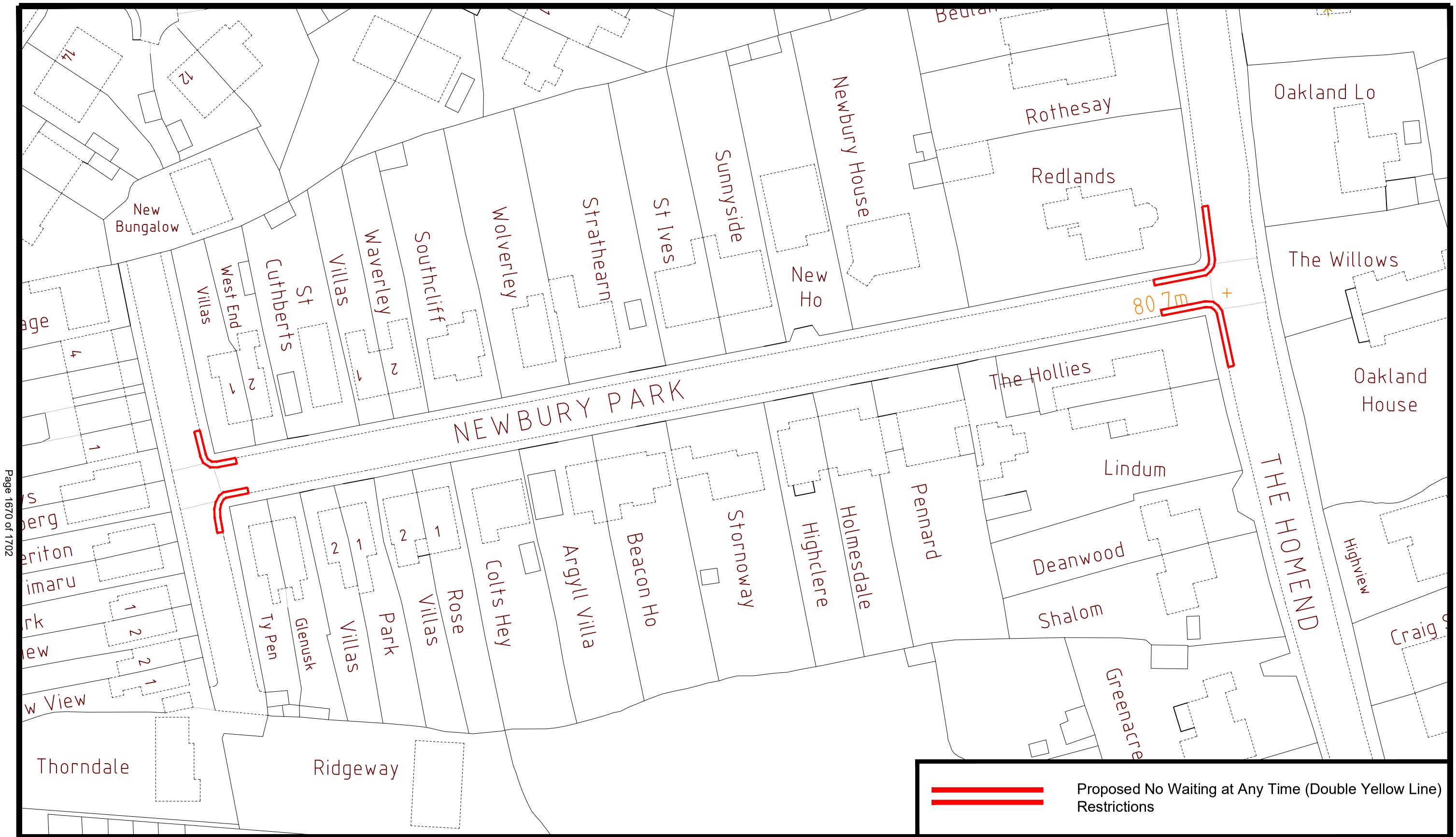
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: Queens Court Ledbury

Title: Proposed Permit Parking Area

| Date | Drawn | | |
|---|---|---|---|
| January 2024 | LO | | |
| Checked: WC | Date | Approved: TH | Date |
| Scale: NTS@A3 | Drg No.: 3409-157-003 | | Rev.: B |




N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

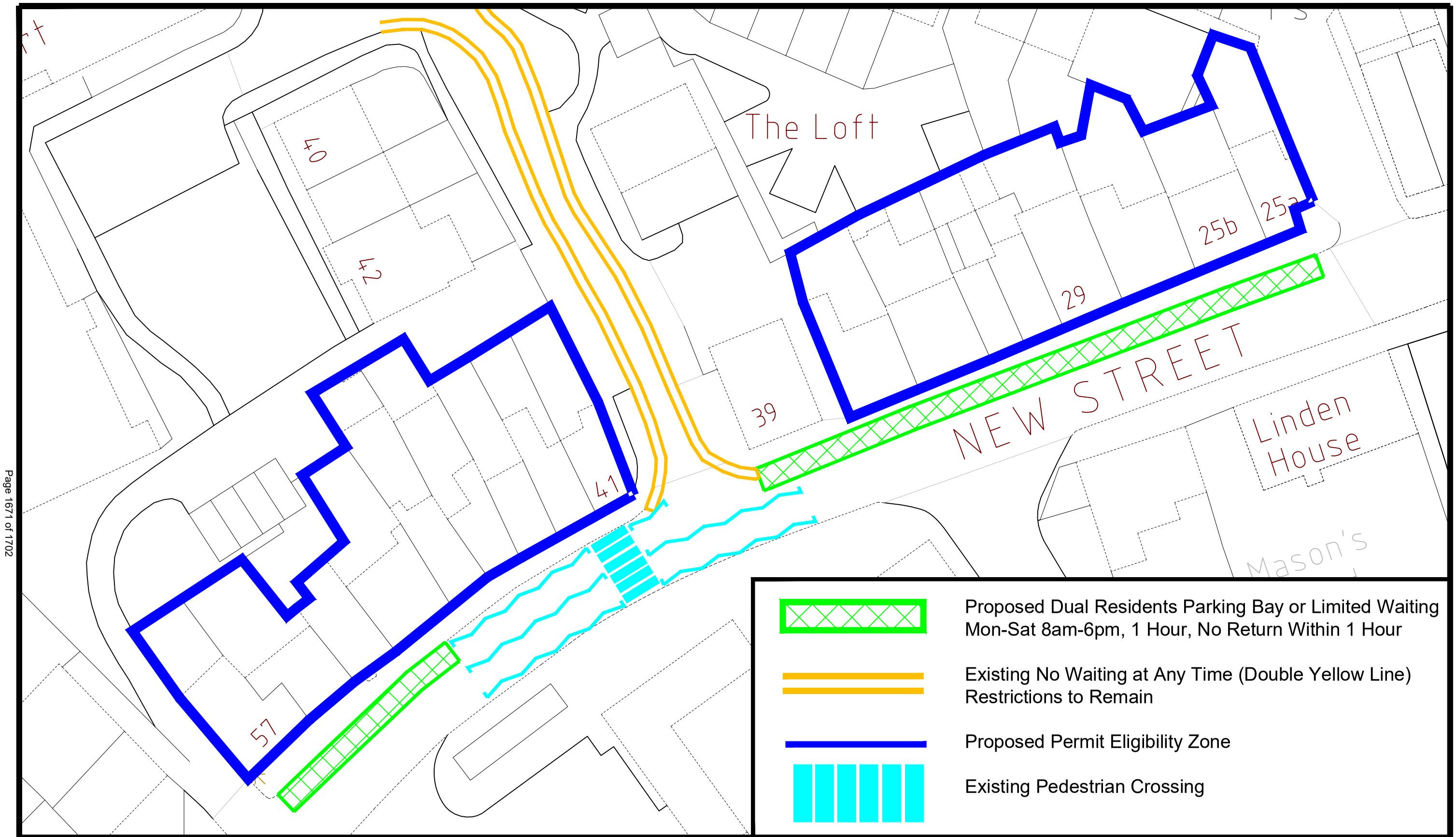
© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

| | | | |
|---|---|---|---|
| Project: Newbury Park Ledbury | | | |
| Title: Proposed Waiting Restrictions | | | |
| Date: August 2023 | | Drawn: LO | |
| Checked: WC | Date: 01.08.23 | Approved: TH | Date: 01.08.23 |
| Scale: NTS @ A3 | Drg No.: 3409-157-004 | | Rev. |




N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

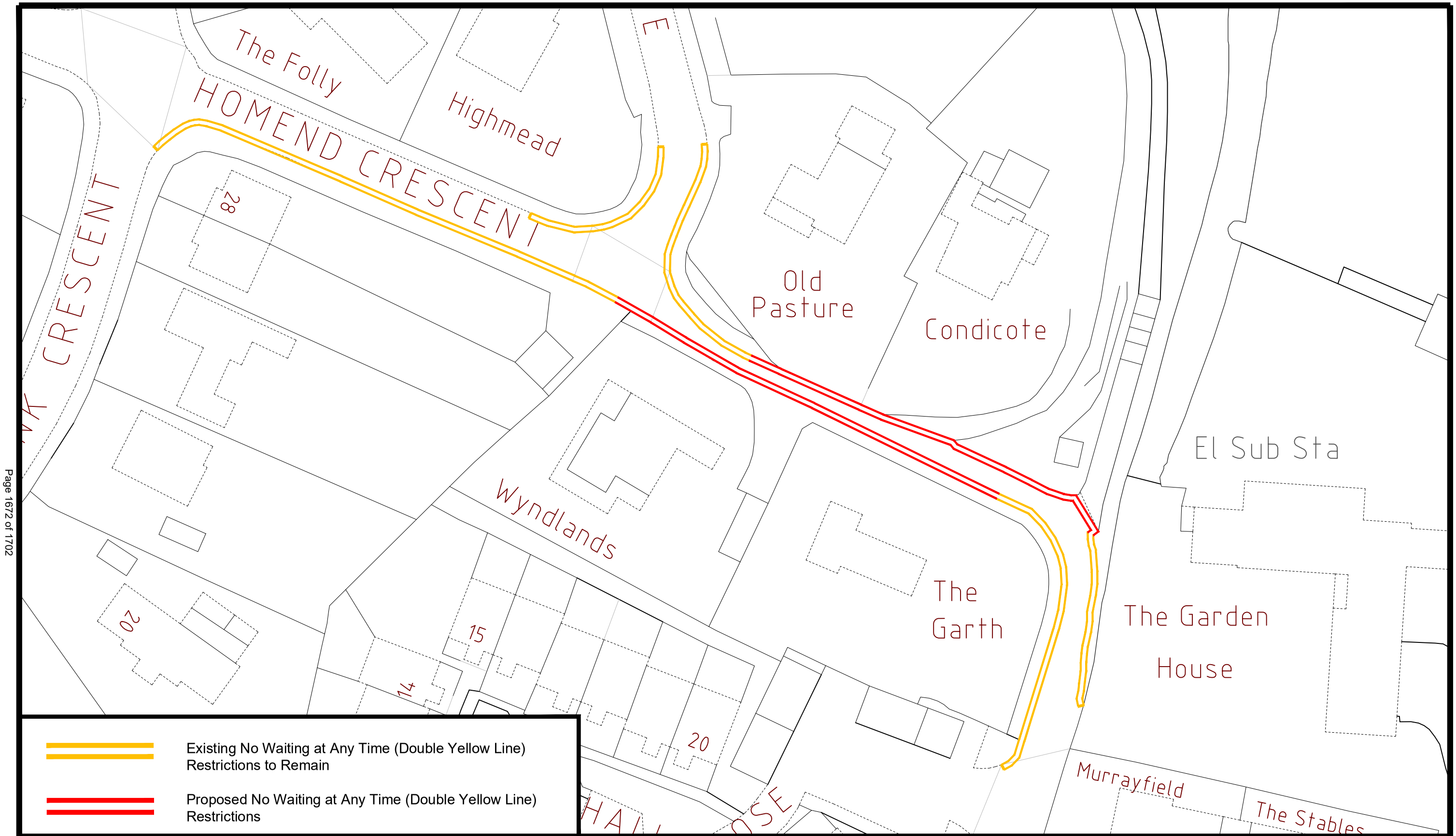
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: New Street Ledbury

Title: Proposed Residents/Limited Waiting Bays

| Date | Drawn | | |
|---|---|---|---|
| August 2023 | LO | | |
| Checked | Date | Approved | Date |
| WC | 01.08.23 | TH | 01.08.23 |
| Scale | Drg No. | | Rev. |
| NTS @ A3 | 3409-157-005 | | |




N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

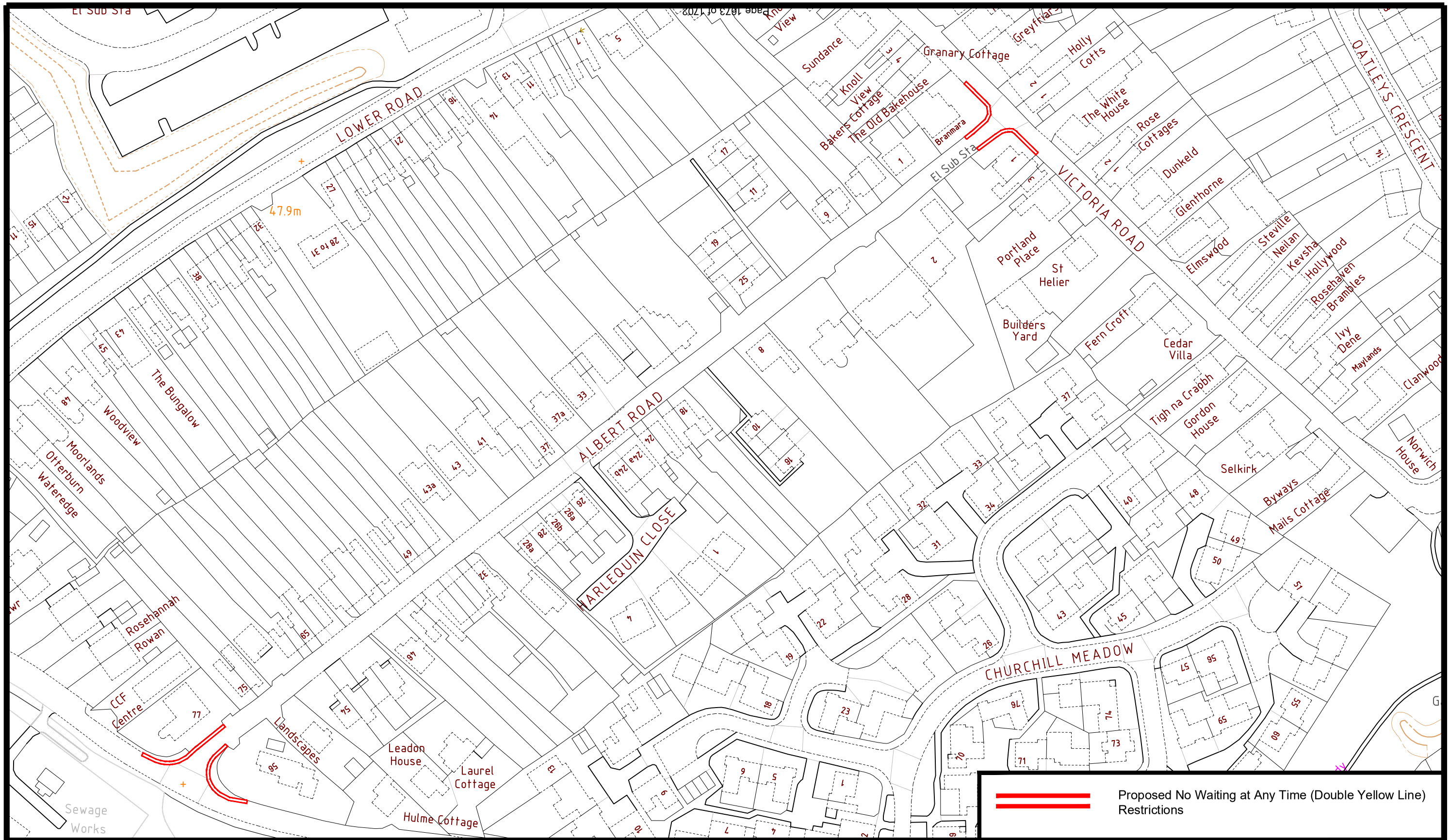
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: Church Street/Homend Crescent Ledbury

Title: Proposed Waiting Restrictions

| Date | Drawn | | |
|---|---|---|---|
| August 2023 | LO | | |
| Checked: WC | Date: 01.08.23 | Approved: TH | Date: 01.08.23 |
| Scale: NTS @ A3 | Drg No.: 3409-157-006 | | Rev. |




Proposed No Waiting at Any Time (Double Yellow Line) Restrictions

N
W E
S

ADL.
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

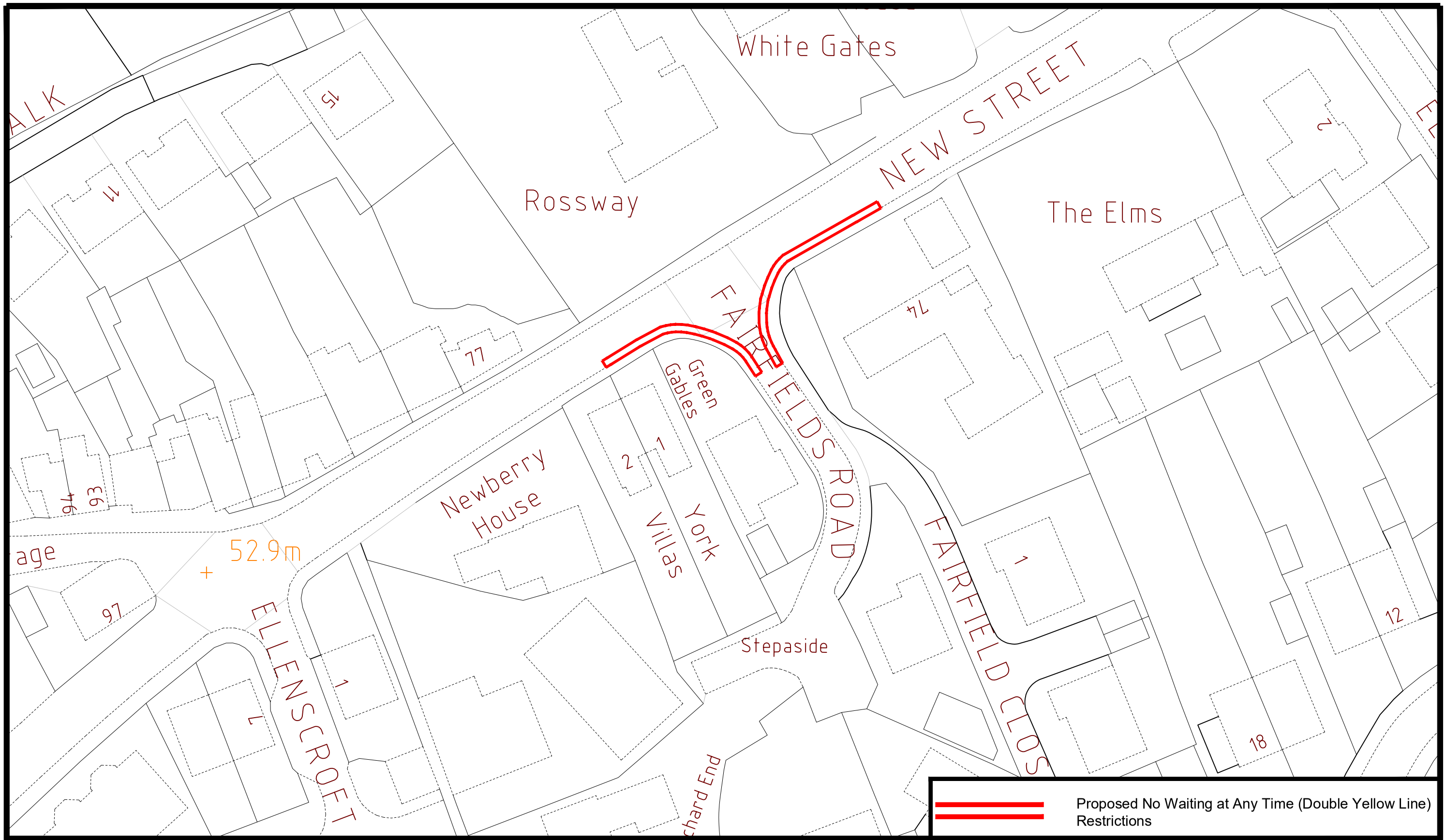
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: Albert Road Ledbury

Title: Proposed Waiting Restrictions

| Date | Drawn | | |
|---|---|---|---|
| January 2024 | LO | | |
| Checked: WC | Date | Approved: TH | Date |
| Scale: NTS @ A3 | Drg No.: 3409-157-007 | | Rev. |




N
W E
S

ADL.
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

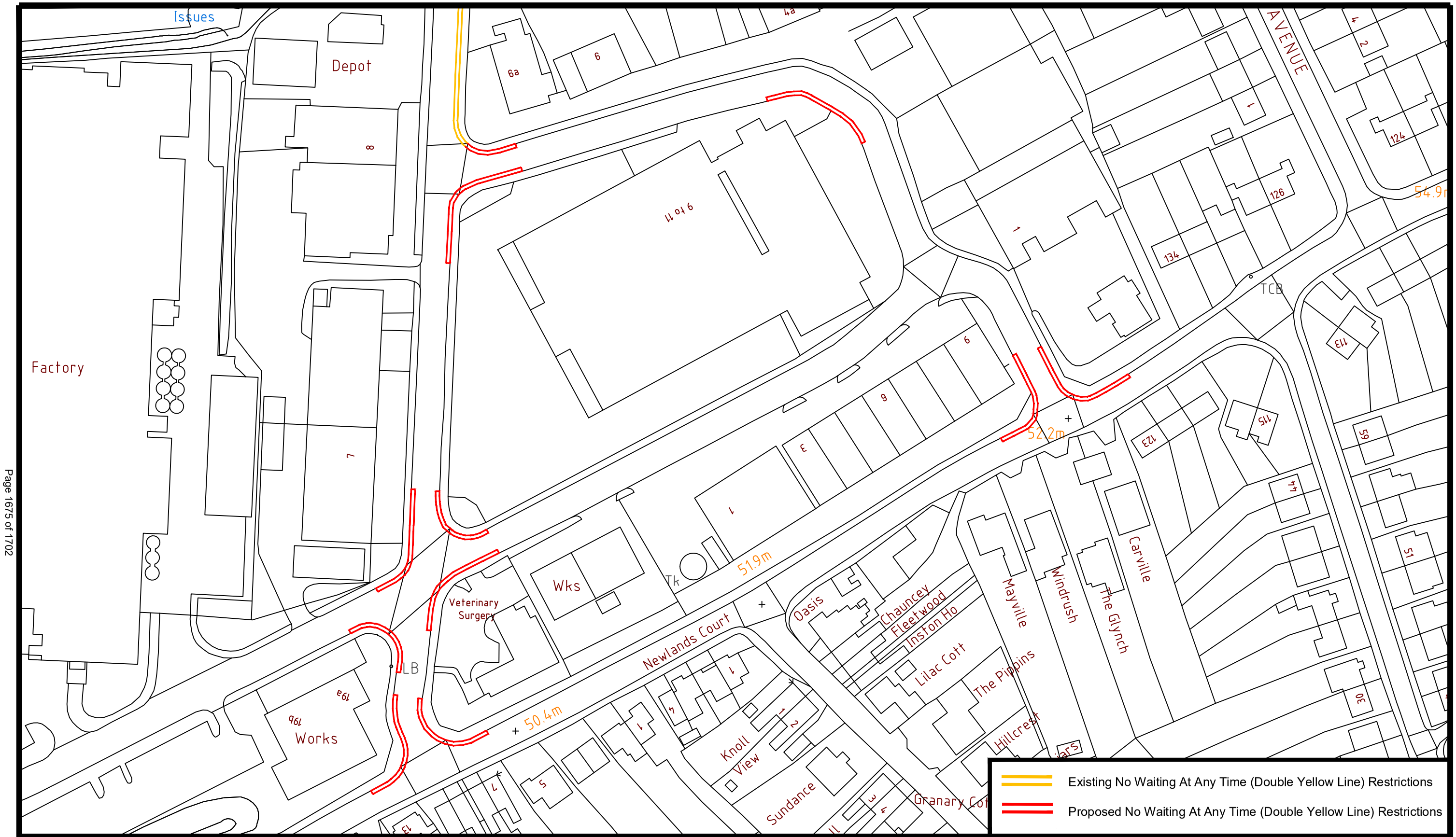
| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409-157

Project: New Street-Fairfield Close Ledbury

Title: Proposed Waiting Restrictions

| Date | Drawn | | |
|---|---|---|---|
| January 2024 | LO | | |
| Checked: WC | Date | Approved: TH | Date: B |
| Scale: NTS @ A3 | Drg No.: 3409-157-008 | | Rev. |




N
W E
S

ADL
TRAFFIC & HIGHWAYS

ADL House
The Oaklands Business Park
Yate, Bristol
BS37 5NA
Tel : 01454 332100
Fax : 01454 327983
E-Mail : CAD@ADLTRAFFIC.CO.UK

NOTES
1. PRELIMINARY DESIGN PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. ALL DETAILS ARE SUBJECT TO INCLUDING CHECKING STATATORY SERVICE APPARATUS.
2. DO NOT SCALE FROM THIS DRAWING.
3. BACKGROUND PLAN IS BASED UPON A DIGITAL OSBASE.
4. ALL DETAILS TO BE CONFIRMED ON SITE AND ON A TOPOGRAPHICAL SURVEY.
5. ALL TRACKS ASSUME GRADIENTS AND CAMBERS DO NOT EXCEED 1:60 AND 1:40 RESPECTIVELY OTHERWISE VEHICLE MANOEUVRABILITY MAY BE AFFECTED.
6. ALL LAND OWNERSHIP DETAILS, EXTENT OF ADOPTED HIGHWAY AND RIGHTS OF WAY TO BE CONFIRMED.
7. ASSUMES ALL LANDSCAPING CAN BE ALTERED AND NO TREES ARE SUBJECT TO TPO.

© Copyright ADL Traffic and Highways Engineering Ltd

AMENDMENTS

| REF. | DATE | DESCRIPTION |
|---|---|---|
| | | |

ADL Job No. 3409 - 157

Project: Lower Road Trading Estate Ledbury

Title: Proposed No Waiting At Any Time Restrictions

| Date | Drawn | | |
|---|---|---|---|
| Feb 2024 | LO | | |
| Checked: WC | Date | Approved: TH | Date |
| Scale: NTS @ A3 | Drg No.: 3409-157-009 | | Rev. |

**ROAD TRAFFIC REGULATION ACT 1984**

# HEREFORDSHIRE COUNCIL
# (VARIOUS ROADS, LEDBURY)
# (WAITING RESTRICTIONS & PERMIT PARKING)
# ORDER 2024

The County of Herefordshire District Council known as Herefordshire Council, under Sections 1, 2, 3, 4, 5, 32, 33, 35, 37, 45, 46, 47, 49, 51 and 53 of Part I and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (referred to as "the Act"), after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act and of all other enabling powers hereby makes the following Order:

## PART ONE - INTRODUCTION

### CITATION

**1.1** This Order shall come into operation on the …day of 2024 and may be cited as HEREFORDSHIRE COUNCIL (VARIOUS ROADS, LEDBURY) (WAITING RESTRICTIONS & PERMIT PARKING) ORDER 2024.

### INTERPRETATION

**1.2** In this Order, except where otherwise stated, any reference to an Article or Schedule shall be construed as a reference to that Article or schedule in this Order.

**1.3** In this Order any reference to an Act, Statutory Instrument, Regulation or Order shall be construed as a reference to that Act, Statutory Instrument or Order as amended.

**1.4** In this Order the following expressions shall have the respective meanings assigned to them:

"Carriageway" has the same meaning as in section 329(1) of the Highways Act 1980;

"Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise any parking place and who is appointed by Herefordshire Council under section 76 of the Traffic Management Act 2004;

"Council" means The County of Herefordshire District Council (known as Herefordshire Council) and includes any parking services contractors or authorised agent appointed by and acting on behalf of the Council for the purposes of any function under the provisions of this Order;

"Disabled Person's Vehicle" means a vehicle displaying a valid Disabled Persons Badge and Parking Disc

DRAFT

“Disabled Persons Badge” has the same meaning as in The Disabled Persons (Badges for Motor Vehicles) Regulations 2000

“Driver”, in relation to a vehicle waiting in a parking place or restricted waiting area, means the person driving the vehicle at the time it was left in the parking place or restricted waiting area;

“Dwelling” means a house or self-contained flat registered for Council Tax purposes

“Goods” means goods of any kind whether animate or inanimate and includes postal packets of any description; and “delivering” and “collecting” in relation to any goods includes checking the goods for the purpose of their delivery or collection

“Light Goods Vehicle” means Motor Vehicle, the maximum gross weight of which does not exceed 3.5 tonnes, which is constructed or adapted for use for the carriage of goods or burden of any description, and is drawing a trailer

“Motor Cycle/s” has the same meaning as in Section 136 of the Road Traffic Regulation Act 1984

“Motor Vehicle” has the same meaning as in Section 136 of the Road Traffic Regulation Act 1984

“Owner”, in relation to a vehicle, means the person by whom such vehicle is kept and used and in determining who the owner of a vehicle was at any time it shall be presumed that the owner was the person in whose name the vehicle was at that time registered under the Vehicle Excise and Registration Act 1994

“Parking Disc” has the same meaning as in the Disabled Persons (Exemptions for Disabled Persons) (England) Regulations 2000

“Parking Permit” means a valid permit which is designated as a Residents Parking Permit or Visitors Parking Permit issued by the council pursuant to the provisions of this Order

“Parking Permit Holder” means a person to whom a Parking Permit has been issued

“Parking Place” means any part of a road so marked (if any) and authorised by this order to be used for parking.

“Passenger Vehicle/s” means a Motor Vehicle constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the Driver, and not drawing a trailer

“Penalty Charge” has the same meaning as in Part 6 of the Traffic Management Act 2004;

DRAFT

"Postal packet" shall bear the same meaning as in Section 65 of the Postal Services Act 2011

"Resident Parking Permit" means a permit which can only be issued to a Resident in accordance with the provisions of this Order

"Residents Parking Zone" means an area in which parking is restricted primarily for the benefit of residents. Each zone is identified by a number or letter(s)

"Temporary Parking Restriction Dispensation Permit" means a document issued at dissertation the Council, subject to change, which exempts a vehicle from certain parking restrictions

"Zone" means a Residents Parking Zone

**1.5** For the purposes of this Order a vehicle shall be regarded as displaying a disabled person's badge in the relevant position when it is so regarded for the purposes of Regulation 3 of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 1986, as amended by the Local Authorities Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000.

**1.6** The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

## PART TWO – PROHIBITION OF WAITING

### NO WAITING AT ANY TIME

**2.1** No person shall cause or permit any vehicle to wait at any time in the lengths of road specified in Columns 1, 2 and 3 in Schedule 1 to this Order.

## PART THREE – PARKING PLACES

### DESIGNATION OF PARKING PLACES

**3.1** Each length of road specified in columns 1, 2 and 3 of Schedules 2, 3 & 4 having a width as indicated by the road markings, or in the case of signed only areas a width that extends across the whole side of the carriageway and any area of the adjacent verge, is designated as a Parking Place.

### USE OF PARKING PLACES

**3.2** A vehicle left in a Parking Place must parked wholly within the boundary of that Parking Place.

**3.3** No vehicle left in a Parking Place shall be in a position which prevents access to any premises, or which obstructs other road users.

DRAFT

**3.4** The driver of a Motor Vehicle using a Parking Place must stop the engine as soon as the vehicle is in position and must not start the engine except to change the position of the vehicle or depart from the Parking Place.

**3.5** Unless the prior written consent of the Council is obtained no vehicle left in a Parking Place shall be used in connection with the sale of any goods or services except where goods (including postal parcels) are being delivered to any premises in the immediate area.

**SUSPENSION OF PARKING PLACES**

**3.6** The Council or any person so authorised by the Council may suspend or revoke the use of any Parking Place or part of a Parking Place without prior notice.

**3.7** No person shall cause or permit any vehicle to wait in a Parking Place which has been suspended.

**REMOVAL OF VEHICLES**

**3.8** Where a vehicle is in contravention of Article 3.3 or Article 3.7 the Council or any person so authorised by the Council or a police officer or Civil Enforcement Officer in uniform may remove the vehicle or arrange for the vehicle to be removed from the Parking Place in any manner as they consider necessary.

**3.9** Any person removing or arranging for a vehicle to be removed under Article 3.8 must make such arrangement as reasonably necessary for the reasonable safe custody of that vehicle.

**DISABLED PERSONS PARKING PLACES**

**3.10** No person shall cause or permit any vehicle to wait in the Parking Places specified in columns 1, 2 and 3 of Schedule 2 unless that vehicle is a valid disabled persons vehicle on which is displayed in the relevant position a disabled person badge and parking disc.

**PERMIT PARKING**

**3.11** No person shall cause or permit any vehicle to wait in the Parking Places specified in columns 1, 2 and 3 of Schedule 3 during the hours specified in column 4 of Schedule 3 unless that vehicle is displaying a valid Parking Permit or in respect of which vehicle there is an indication via hand held device that a valid residents permit has been granted in respect of that vehicle, for the Residents Parking Zone specified in column 5 of Schedule 3.

**PERMIT PARKING OR LIMITED WAITING**

**3.12** No person shall cause or permit any vehicle to wait in the Parking Places specified in columns 1, 2 and 3 of Schedule 4 during the hours specified in

DRAFT

column 4 of Schedule 4 for longer than the period of time specified in column 5 of Schedule 4 unless that vehicle is displaying a valid Parking Permit or in respect of which vehicle there is an indication via hand held device that a valid residents permit has been granted in respect of that vehicle, for the Residents Parking Zone specified in column 7 of Schedule 4.

**3.13** No person shall cause or permit any vehicle to wait in the Parking Places specified in columns 1, 2 and 3 of Schedule 4 during the hours specified in column 4 of Schedule 4 to return to the same Parking Place within the period of time specified in column 6 of Schedule 4 unless that vehicle is displaying a valid Parking Permit or in respect of which vehicle there is an indication via hand held device that a valid residents permit has been granted in respect of that vehicle, for the Residents Parking Zone specified in column 7 of Schedule 4.

## PART FOUR – PARKING PERMITS

### APPLICATION FOR PARKING PERMITS

**4.1** An application for a Parking Permit must be made in the manner specified by the Council.

**4.2** The Council may require an applicant for a Parking Permit to produce such evidence as considered necessary to verify the information provided as part of the application for a Parking Permit.

### ELIGIBILITY FOR PARKING PERMITS

**4.3** The Council shall maintain a record of those properties which are eligible for Parking Permits and the maximum number of Parking Permits for which each Parking Permit is eligible. As existing Parking Permit Areas are extended, or new Parking Permit Areas introduced the record will be updated. Other additions, for subsequent developments, business premises or for properties outside the area may be considered for inclusion on a temporary or permanent basis, at the discretion of the Council. Houses in multiple occupation will be considered as a single property, unless they have discrete Council tax.

**4.4** A Parking Permit which is a Residents Parking Permit may only be issued:

a) To the owner of the vehicle to which the Parking Permit will apply
b) In respect of a vehicle which is a Passenger Vehicle, Light Goods Vehicle or a Motorcycle

### ISSUE OF PARKING PERMITS

**4.5** On receipt of an application made under the provisions of this Order the Council, upon being satisfied that the applicant is eligible and meets all relevant requirements, may issue a Parking Permit.

DRAFT

**4.6** The charge for the issue of a Parking Permit, valid for one year, shall be as specified in Schedule A.

**4.7** A duplicate Parking Permit may be issued by the Council if the original Parking Permit has been lost, stolen, or becomes mutilated, defaced, faded discoloured or otherwise illegible.

**4.8** The charge for the issue of a duplicate Parking Permit shall be £10.

**4.9** The Council reserves the right to vary the policy, charges, and terms for the issue of a Parking Permit as it considers appropriate and will provide written notice of any such variation as the Council considers appropriate.

**4.10** Notwithstanding the preceding Articles, the issuing of Parking Permits is at the complete discretion of the Council and exceptional issues of Parking Permits may be undertaken as the Council considers appropriate.

## VALIDITY OF PARKING PERMITS

**4.11** A Parking Permit shall only be valid for use:

a) Within the Permit Parking Area in respect of which it was issued
b) Where the Parking Permit is a Residents Parking Permit by the vehicle in respect of which it was issued
c) Where the Parking Permit is a Visitors Parking Permit with a vehicle whose driver or passenger is visiting the residence to which the Parking Permit was issued or who's driver permanently resides at the residence to which the Parking Permit was issued

**4.12** A Parking Permit shall cease to be valid in the following circumstances:

a) After the expiry date specified on it
b) The Parking Permit holder ceases to occupy the dwelling in respect of which the Parking Permit was issued
c) The Parking Permit holder ceases to be the owner of the vehicle in respect of which the Parking Permit was issued
d) The vehicle in respect of which the Parking Permit was issued has been adapted, modified, or used in such a manner that it ceases to be a vehicle of a class eligible for a Parking Permit as specified in Article 4.4(b)
e) The withdrawal of Parking Permit by the Council
f) A duplicate Parking Permit is issued by the Council

## WITHDRAWAL AND SURRENDER OF PARKING PERMITS

**4.13** A Parking Permit holder may surrender a Parking Permit to the Council at any time.

**4.14** A Parking Permit holder must surrender a Parking Permit to the Council in the circumstances specified in Article 4.12 (b) to (f).

DRAFT

**4.15** The Council may serve notice of the withdrawal of a Parking Permit in writing to the Parking Permit holder at the address given on the application or at any other address believed to be the Parking Permit holders residence or place of business; on receipt of this notice the Parking Permit holder shall surrender the Permit to the Council within 48 hours.

## FORM OF PARKING PERMITS

**4.16** A Parking Permit shall be issued in writing or virtually and shall include the following particulars

a) The registration mark of the vehicle to which the Parking Permit applies
b) The expiry date of the Parking Permit
c) An indication that the Parking Permit was issued by the Council

## DISPLAY OF PARKING PERMITS

**4.17** A Parking Permit issued in writing must be displayed in the case of a vehicle fitted with a transparent windscreen on the inside surface of the windscreen so that it is facing upwards and can be entirely and easily seen from the outside the vehicle or in the case of a vehicle not fitted with a transparent windscreen, in a conspicuous position on the vehicle.

# PART FIVE - EXEMPTIONS

## GENERAL EXEMPTIONS

**5.1** Nothing in this Order shall prohibit any vehicle from stopping or waiting for as long as reasonably necessary in the following circumstances:

a) The vehicle is directed to stop or wait by or with the permission of a police officer or Civil Enforcement Officer in uniform
b) The vehicle is being used for emergency services purposes
c) To prevent a road traffic collision
d) The vehicle cannot be moved due to an unavoidable breakdown
e) The vehicle, not being a Passenger Vehicle, is stopped or waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of any building operation, demolition or excavation or the maintenance, improvement or reconstruction of any said lengths of road or the laying erection, alteration, removal or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or any telegraphic line or traffic sign in any said lengths of road
f) The vehicle, not being a Passenger Vehicle, is in actual use in connection with the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository, provided that notice is given twenty-four hours in advance to the Council and their consent is obtained and any conditions imposed are complied with
g) The vehicle is being used for the purpose of delivering or collecting postal packets

DRAFT

## PROHIBITION OF WAITING EXEMPTIONS

**5.2** Nothing in Article 2.1 shall apply to a vehicle waiting for as long as necessary in the following circumstances:

a) The vehicle is waiting for the purposes of loading or unloading that vehicle, provided the loading/unloading is continuous and being undertaken in a timely manner, the goods being loaded/unloaded cannot be reasonably carried other than by means of a vehicle, the vehicle is waiting adjacent to where the goods are being loaded/unloaded from/to and the length of time the vehicle is waiting for is reasonable
b) To allow the picking up or setting down of passengers
c) The vehicle is a cleaning or refuse vehicle collecting rubbish in the immediate vicinity
d) The vehicle is waiting for the purpose of removing an obstruction to traffic
e) The vehicle is a liveried utility company being used in connection with works of that utility in the immediate vicinity
f) The vehicle is a Disabled Persons Vehicle, provided the vehicle does not wait for longer than three hours and at least one hour has elapsed following a previous period of waiting by the vehicle in the same road or part of a road
g) The vehicle is displaying a valid Temporary Parking Restriction Dispensation Permit issued by the Council

## PERMIT PARKING EXEMPTIONS

**5.4** Nothing in Article 3.11 shall apply to a vehicle waiting for as long as necessary in the following circumstances:

a) To allow the picking up or setting down of passengers
b) The vehicle is a cleaning or refuse vehicle collecting rubbish in the immediate vicinity
c) The vehicle is a liveried utility company vehicle being used in connection with works of that utility in the immediate vicinity
d) The vehicle is a wedding car or hearse and is being used in connection with a wedding or funeral cortege in the immediate vicinity
e) The vehicle is displaying a valid Temporary Parking Restriction Dispensation Permit issued by the Council

## PERMIT PARKING OR LIMITED WAITING EXEMPTIONS

**5.5** Nothing in Articles 3.12 or 3.13 shall apply to a vehicle waiting for as long as necessary in the following circumstances:

a) The vehicle is a disabled persons vehicle
b) The vehicle is a cleaning or refuse vehicle collecting rubbish in the immediate vicinity
c) The vehicle is a liveried utility company vehicle being used in connection with works of that utility in the immediate vicinity
d) The vehicle is a wedding car or hearse and is being used in connection with a wedding or funeral cortege in the immediate vicinity

DRAFT

e) The vehicle is displaying a valid Temporary Parking Restriction Dispensation Permit issued by the Council

## PART SIX – CONTRAVENTIONS AND REVOCATIONS

### CONTRAVENTION

**6.1** Any person or vehicle failing to comply with the provisions of this Order shall be in contravention of it and a penalty charge shall be payable.

### REVOCATIONS

**6.2** In accordance with Part IV of Schedule 9 of the Act, any previous Waiting Restriction Orders relating to the lengths of road referred to in this Order are hereby revoked on the coming into operation of this Order.

Dated this xxxxxx Day of xxxxxxxxxx 2024

**THE COMMON SEAL** of the
**COUNTY OF HEREFORDSHIRE**
**DISTRICT COUNCIL**
was hereunto affixed **BY ORDER**

----------Authorised Officer

DRAFT

| Schedule A - Parking Permit Charges | |
|---|---|
| First Parking Permit | £30 |
| Second Parking Permit | £30 |
| Third Parking Permit | £75 |
| Fourth Parking Permit | £100 |
| Fifth Parking Permit | £100 |
| Replacement Permit Cost | £10 |
| Business Permit Cost | At the discretion of Herefordshire Council |
| Note – There may be limits on the number of permits which may be issued to a particular dwelling/property. Not all dwellings/properties will be eligible for all of the permits detailed in this schedule. | |

| Schedule 1 – Prohibition of Waiting at Any Time (Double Yellow Line) Restrictions | | |
|---|---|---|
| **Column 1** | **Column 2** | **Column 3** |
| **Road** | **Side** | **Description** |
| Masefield Avenue | South-west | From a point 86m east of its junction with The Homend for a distance of 11m in a south-easterly direction |
| Queens Court | South-east | From its junction with Bridge Street for a distance of 48m in a south-westerly direction. |
| Queens Court | South-west | From its junction with Bridge Street for a distance of 11m in a south-westerly direction. |
| Queens Court | West | From a point 76m south-west of its junction with Bridge Street for a distance of 9m in a southerly direction. |
| The Homend | South-west | From its junction with Newbury Park for a distance of 10m in a north-westerly direction. |
| The Homend | South-west | From its junction with Newbury Park for a distance of 10m in a south-easterly direction. |
| Newbury Park | North-west | From its junction with the Homend for a distance of 10m in a south-westerly direction. |
| Newbury Park | North-west/North-east | From a point 176m south-west of its junction with the Homend for a distance of 11m in a south-westerly and then north-westerly direction. |
| Newbury Park | South-east | From its junction with the Homend for a distance of 11m in a south-westerly direction. |
| Newbury Park | South-east/North-east | From a point 173m south-west of its junction with the Homend for a distance of 12m in a south-westerly and then south-easterly direction. |
| Homend Crescent | South-west | From its junction with Bank Crescent to its junction with Church Street |
| Homend Crescent | North-east | From its junction with Hillfield Drive to its junction with Church Street |

DRAFT

| | | |
|---|---|---|
| Victoria Road | South-west | From its junction with Albert Road for a distance of 11m in a north-westerly direction. |
| Victoria Road | South-west | From its junction with Albert Road for a distance of 10m in a south-easterly direction. |
| Albert Road | North-west | From its junction with Victoria Road for a distance of 10m in a south-westerly direction |
| Albert Road | North-west | From its junction with Little Marcle Road for a distance of 25m in a north-easterly direction |
| Albert Road | South-east | From its junction with Victoria Road for a distance of 10m in a south-westerly direction |
| Albert Road | South-east | From its junction with Little Marcle Road for a distance of 18m in a north-easterly direction |
| Little Marcle Road | North-east | From its junction with Albert Road for a distance of 10m in a north-westerly direction |
| Little Marcle Road | North-east | From its junction with Albert Road for a distance of 11m in a south-easterly direction |
| New Street | South-east | From its junction with Fairfields Road for a distance of 10m in a south-westerly direction |
| New Street | South-east | From its junction with Fairfields Road for a distance of 17m in a north-easterly direction. |
| Fairfields Road | South-west | From its junction with New Street for a distance of 16m in a south-easterly direction |
| Fairfields Road | North-east | From its junction with New Street for a distance of 16m in a south-easterly direction |
| Lower Road | North-west | From its junction with the Lower Road Trading Estate for a distance of 8m in a south-westerly direction. |
| Lower Road | North-west | From its junction with the Lower Road Trading Estate for a distance of 10m in a north-easterly direction. |
| Bridge Street | North-west | From its junction with the Lower Road Trading Estate for a distance of 9m in a south-westerly direction. |
| Bridge Street | North-west | From its junction with the Lower Road Trading Estate for a distance of 14m in a north-easterly direction. |
| Lower Road Trading Estate | South-west | From its junction with Lower Road for a distance of 24m in a northerly direction |
| Lower Road Trading Estate | South-west | From a point 31m north of its junction with Lower Road for a distance of 20m in a northerly then south-westerly direction |
| Lower Road Trading Estate | North-west | From its southern junction with Ledbury Ind Estate for a distance of 13m in a south-westerly direction. |
| Lower Road Trading Estate | North-east | From its junction with Lower Road for a distance of 21m in a northerly direction |

DRAFT

| | | |
|---|---|---|
| Lower Road Trading Estate | South-west | From a point 35m north of its junction with Lower Road for a distance of 32m in a northerly then north-easterly direction |
| Lower Road Trading Estate | North-east | From its southern junction with Ledbury Ind Estate for a distance of 15m in a north-easterly direction. |
| Ledbury Ind Estate | West | From its junction with Lower Road Trading Estate for a distance of 21m in a northerly direction |
| Ledbury Ind Estate | East | From its southern junction with Lower Road Trading Estate for a distance of 7m in a northerly direction |
| Ledbury Ind Estate | East | From its northern junction with Lower Road Trading Estate for a distance of 18m in a southerly direction |
| Lower Road Trading Estate | North-west | From its northern junction with Ledbury Ind Estate for a distance of 17m in a north-easterly direction. |
| Lower Road Trading Estate | South-east | From its northern junction with Ledbury Ind Estate for a distance of 21m in a north-easterly direction. |
| Lower Road Trading Estate | South-east/South-west | From a point 82m north-east of its northern junction with Ledbury Ind Estate for a distance of 34m in a north-easterly and then south easterly direction. |
| Lower Road Trading Estate | South-west | From its junction with Bridge Street for a distance of 19m in a north-westerly direction |
| Lower Road Trading Estate | North-east | From its junction with Bridge Street for a distance of 19m in a north-westerly direction |

| **Schedule 2 – Disabled Badge Holders Only** | | |
|---|---|---|
| **Column 1** | **Column 2** | **Column 3** |
| **Road** | **Side** | **Description** |
| Queens Court | South-east | From a point 54m south-west of its junction with Bridge Street for a distance of 7m in a south-westerly direction. |
| Queens Court | West | From a point 60m south-west of its junction with Bridge Street for a distance of 7m in a south-westerly direction. |
| Queens Court | South-east | From a point 85m south-west of its junction with Bridge Street for a distance of 7m in a south-westerly direction. |

| **Schedule 3 – Residents Permit Parking** | | | | |
|---|---|---|---|---|
| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** |
| **Road** | **Side** | **Description** | **Restricted hours** | **Zone** |
| Belle Orchard | North-West | From its junction with Orchard Lane for a distance of 129m in a north-easterly direction. | Monday-Saturday 8am-8pm | LY |
| Belle Orchard | South-East | From a point 5m north-east of its junction with Orchard Lane to its junction with Belle Orchard Close. | Monday-Saturday 8am-8pm | LY |
| Belle Orchard | South-East | From its junction with Belle Orchard Close for a distance | Monday-Saturday 8am-8pm | LY |

DRAFT

| | | | | |
|---|---|---|---|---|
| | | of 46m in a north-easterly direction. | | |
| Belle Orchard | South | From a point 12m west of its junction with The Homend for a distance of 17m in a westerly direction. | Monday-Saturday 8am-8pm | LY |
| Belle Orchard Close | South-West/North-West | From its junction with Belle Orchard for its entire length including the turning head. | Monday-Saturday 8am-8pm | LY |
| Belle Orchard Close | North-East/South-East | From a point 45m south-east of its junction with Belle Orchard for the remainder of its length including the turning head. | Monday-Saturday 8am-8pm | LY |
| Queens Court | North-West | From a point 11m south-west of its junction with Bridge Street for a distance of 49m in a south-westerly direction. | Monday-Saturday 8am-8pm | LV |
| Queens Court | West | From a point 67m south-west of its junction with Bridge Street for a distance of 9m in a southerly direction. | Monday-Saturday 8am-8pm | LV |
| Queens Court | West | From a point 92m south-west of its junction with Bridge Street for the remainder of its length including the turning head. | Monday-Saturday 8am-8pm | LV |
| Queens Court | South-East | From a point 48m south-west of its junction with Bridge Street for a distance of 6m in a south-westerly direction. | Monday-Saturday 8am-8pm | LV |
| Queens Court | South-East/East | From a point 61m south-west of its junction with Bridge Street for the remainder of its length including the turning head. | Monday-Saturday 8am-8pm | LV |

| **Schedule 4 – Residents Permit Parking or Limited Waiting (Marked Bay) Restrictions** | | | | | | |
|---|---|---|---|---|---|---|
| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** | **Column 7** |
| **Road** | **Side** | **Description** | **Restricted Hours** | **Maximum Stay** | **No Return** | **Zone** |
| New Street | North-West | From a point 25m south-west of its junction with Harling Court for a distance of 23m in a south-westerly direction | Monday-Saturday 8am-6pm | 1 Hour | 1 Hour | LW |
| New Street | North-West | From its junction with Harling Court for a distance of 62m in a north-easterly direction | Monday-Saturday 8am-6pm | 1 Hour | 1 Hour | LW |

DRAFT

DRAFT

Ledbury Residents Parking Permit Allocation Information

| Permit zone name | Address's eligible | Number of permits | Permit zone ID allocation |
|---|---|---|---|
| Belle Orchard | Lorwood<br>Garden Villa<br>Ferndale<br>Cropthorne House<br>New Ho<br>Rose Cottage<br>Myrtle Villas (Numbers 1-2)<br>Lynwood ( numbers 1-2)<br>Mill House<br>Glen – Lyn ( numbers 1-2)<br>Dene Holm<br>Orchard House<br>Lynwood Manor House<br>Beulah<br>Radway<br>Address's 1-4 | 2 | LY |
| Belle Orchard Close | Brunswick House<br>Strathmore<br>Russell Ho<br>Regina<br>Elm Lea<br>Oak Lea<br>Address's numbers 1-44 | 2 | LY |
| Queens Court | Queens Court Mews<br>Queens Court numbers 1-50 | 2 | LV |
| New Street | Numbers : 25A-25B 27,29,31,33,35,37,41,43,45, 47,49,51,53,55,57. | 2 | LW |

**COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL**

STATEMENT OF REASONS FOR PROPOSING

**HEREFORDSHIRE COUNCIL**
**(VARIOUS ROADS, LEDBURY)**
**(WAITING RESTRICTIONS & PERMIT PARKING)**
**ORDER 2024**

The implementation of the proposed restrictions under Sections 1, 2, 3, 4, 5, 32, 33, 35, 37, 45, 46, 47, 49, 51 and 53 of Part I and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 is necessary for the following reasons:

- For avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising.
- For preserving and improving the amenity of the area through which the road runs.
- To secure the expeditious, convenient, and safe movement of traffic.
- To prioritise parking for residents along New Street, Belle Orchard & Belle Orchard Close & Queens Court
- To formalise the Disabled Parking Bays on Queens Court.
- To prevent inconsiderate and inappropriate parking, double parking, improve road safety and amenity, prevent parking close to junctions and where it causes obstructions for large vehicles (inc. emergency service vehicles) and cyclists.

The Council reserves the right to produce an amended or further statement in the context of any public enquiry or judicial proceedings to these proposals.

Mark Averill
Service Director for Highways & Environment

# Equality Act 2010

## Equality Impact and Needs Assessment

**POTENTIAL TRAFFIC REGULATION ORDER SCHEME ON VARIOUS ROADS, LEDBURY, HEREFORDSHIRE.**

The Council has a duty to give 'due regard to' the following three aims of the public sector equality duty (section 149 of the Equality Act 2010) during the development of the 'policy'.[1]

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by the ACT:
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic

An initial assessment against each of the protected groups is provided below – any issues highlighted through the consultation process will be considered and reported at the end of the consultation period.

| **Scheme Name** | **Various Roads, Ledbury, Residents Parking & Waiting Restrictions** |
|---|---|
| **Protected group** | **Challenge or opportunity considered and what we did** |
| **Age(A)** | **No negative or positive impact on this group has been identified at this time.** |
| **Disability (D** | **The No Waiting Proposals will not prevent Disabled Badge Holders from parking for up to 3 hours if it is safe to do so. The formalising of the advisory disabled bays in Queens Court will make it the bays enforceable and prevent non disabled badge holders from parking there.** |
| **Sex (S)** | **No negative or positive impact on this group has been identified at this time.** |
| **Race (including Gypsy & Traveller)(R))** | **No negative or positive impact on this group has been identified at this time.** |
| **Gender reassignment(GR)** | **No negative or positive impact on this group has been identified at this time.** |
| **Marriage & civil partnership (MCP)** | **No negative or positive impact on this group has been identified at this time.** |
| **Pregnancy & maternity (PM)** | **No negative or positive impact on this group has been identified at this time.** |
| **Religion and/or Belief (RAOB)** | **No negative or positive impact on this group has been identified at this time.** |
| **Sexual Orientation(SO)** | **No negative or positive impact on this group has been identified at this time.** |

**Name: Will Cox** **Dated: 12th March 2024**

Scheme Officer

**Name: Callum Bush** **Dated: 3rd May 2024**

Traffic Management Team Leader
Herefordshire Council

**Monitoring and Review**

Please identify any aspects that require reconsideration following the TRO process, identify any amendments made in relation to due regard and give reasoning.

| |
|---|
| |

**Name:** **Dated:**

Scheme Officer

**Name:** **Dated:**

Traffic Management Team Leader
Herefordshire Council

## LTC Clerk

**From:** LTC Reception
**Sent:** 20 May 2024 14:53
**To:** LTC Clerk
**Subject:** FW: DRM 476 bus service, Lugg Meadow route, Ledbury to Hereford

Hi Angie,

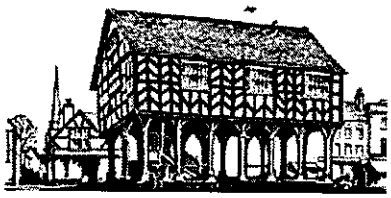
Please see email below that has come in for your attention.

Kind regards,

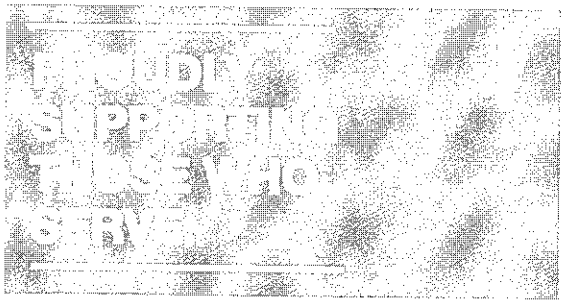
Sophie Jarvis

Reception / Mayor's Secretary
Ledbury Town Council
Church Street
Ledbury
Herefordshire
HR8 1DH

Tel: 01531 632306
reception@ledburytowncouncil.gov.uk



"This email is from Ledbury Town Council, registered office: Town Council Offices, Church Street, Ledbury, Herefordshire. HR8 1DH. Information in this email is confidential and is solely intended for the addressee. Access, copying or re-use of information in it by anyone else is unauthorised. Any views or opinions presented are solely those of the author and do not necessarily represent those of Ledbury Town Council or any of its affiliates."



**From:** janette.ward3@btinternet.com <janette.ward3@btinternet.com>
**Sent:** Friday, May 17, 2024 4:59 PM
**To:** LTC Reception <reception@ledburytowncouncil.gov.uk>
**Subject:** DRM 476 bus service, Lugg Meadow route, Ledbury to Hereford

You don't often get email from janette.ward3@btinternet.com. Learn why this is important

Good afternoon

Jonathan Lester, Leader of the Council, addressed the AGM of our parish council last week and I asked him about the Bus Service Improvement plan. Our bus service, DRM 476, was cut from hourly to two hourly in February 2022. Jonathan Lester promised that he would look into it. Herefordshire Council have had £900,000 government funds available to them since March 2023 for bus service improvement. There has been no bus service improvement and none is planned.

I would be grateful if your Town Council, on behalf of bus users in Ledbury, could ask the Leader of the Council, when our bus service will be restored to hourly. Frequent and reliable bus services would help to encourage more travellers to use the bus and reduce traffic in the Town.

I look forward to hearing from you.

Yours faithfully

Janette Ward

Tarrington

## LTC Clerk

**From:** BAILEY, Ron <ron.bailey@parliament.uk>
**Sent:** 20 May 2024 07:54
**To:** BAILEY, Ron
**Subject:** FW: Safety of Lithium ion Batteries and e-bikes and scooterrs
**Attachments:** the-safety-bill-updated ESF.pdf; Fires May 2024.xlsx; Logos May 2024.mhtml

You don't often get email from ron.bailey@parliament.uk. Learn why this is important

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.
Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.
Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey
PS Don't worry if you are not meeting before June 5th. That is only the 1st Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.

**Clause 1** would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

**Clause 2:** incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

**Clause 3** addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

UK Parliament Disclaimer: this e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail. This e-mail address is not secure, is not encrypted and should not be used for sensitive data.

**The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

**1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles**

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

**2. Disposal of Secondary Lithium-ion Batteries**

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;
(ii) information regarding the safe disposal of such batteries.

**3. Duties of the Secretary of State**

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and
(b) Requiring that all micromobility vehicles have either
(i) a non-proprietary charging system with a communications protocol; or
(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

**4. Offences**

Any person who fails to comply with the terms of this Act commits an offence.

**5. Interpretation**

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

**6. Regulations**

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

(a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.

(b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

**7. Extent, Commencement, and Short Title**

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

(a) The Scottish Parliament;
(b) Senedd Cymru;
(c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.
(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."