



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

26 July 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 1 August 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.

Please note Rural Media will be giving a presentation at 6.30 pm about an event on 12 October at St Katherines Hall and a youth survey they have recently carried out

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 Meeting of Council held on 4 July 2024 (Pages 1586 - 1589)

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

Motion received from Councillor Hughes and seconded by Councillor Furlonger:

"That Council suspends the committee structure of devolved powers; suspend the current pattern of meetings; and to move to fortnightly meetings of Full Council. The timings of this change to be decided by Full Council. The exception will be the Resources Committee which will continue to meet as and when needed and with the current membership.

These new arrangements are to be in place until Full Council resolves to end them and return to a committee structure of devolved powers."

MINUTES

9. To receive and note the minutes of a meeting of the Resources Committee held on 4 July and an extraordinary meeting held on 18 July 2004 and to give consideration to any recommendations therein (Pages 1590 - 1595)

10. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 17 July 2004 and to give consideration to any recommendations therein (Pages 1596 - 1603)
11. To receive and note the minutes of meeting of the Planning, Economy & Tourism Committee held on 20 June and 18 July 2024 and to give consideration to any recommendations therein (Pages 1604 - 1619)
12. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 July 2024 and to give consideration to any recommendations therein (To follow)

GOVERNANCE

13. Committee Membership

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

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

15. Outcome of Notice of Vacancy Ledbury West (Pages 1620 - 1621)

FINANCE

16. Christmas Lights Contract (Pages 1622 - 1623)

17. Ledbury Christmas Light Event (Pages 1624 - 1651)

GENERAL

18. Officer Reports (Pages 1652 - 1663)

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

19. Outside Bodies (Pages 1664 - 1677)

- i. Minutes of a meeting of Ledbury Carnival Association held on 5 June, 3 and 17 July 2024
- ii. Request from Malvern Hills National Landscape for representative to attend visit to Hope End
- iii. Request from Worcestershire Pension Fund to sit on Local Pensions Board

- 20. **Ledbury Zero-food waste initiative** (Pages 1678 – 1681)
- 21. **Request from Shropshire Council – Individual Placement Support**
(Pages 1682 - 1683)
- 22. **Request from Ledbury Community Hub** (Pages 1684 - 1685)
- 23. **Request from Police and Crime Commissioner** (Pages 1686 – 1687)
- 24. **Date of next meeting**

To note that the next meeting of Council is scheduled for 3 October 2024 in the Council Offices

25. Exclusion of Press and Public

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

- 26. **John Masefield Memorial Project** (To Follow)
- 27. **Draft Licence – St Katherines Square** (Pages 1688 - 1701)

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 AN EXTRAORDINARY MEETING OF FULL COUNCIL
HELD ON 4 JULY 2024**

PRESENT: Councillors Bradford, Chowns (Town Mayor), Harvey, Howells, Hughes, Morris, Newsham and Sinclair

ALSO PRESENT: Angela Price – Town Clerk

C295. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Furlonger.

C296. DECLARATIONS OF INTEREST

Councillor Morris declared a non-pecuniary interest in agenda item 7.

C297. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C298. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 6 JUNE 2024**

RESOLVED:

That the minutes of the meeting of Council held on 6 June 2024 be received and noted.

**C299. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE
PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING
ORDERS 3(E) AND 3(F)**

No members of the public were present.

C300. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C301. **TO APPROVE THE SUBMISSION OF AN APPLICATION FOR FUNDING TO THE NATIONAL LOTTERY HERITAGE FUND (NLHF) IN RESPECT OF THE JOHN MASEFIELD MEMORIAL PROJECT**

The following points were raised for consideration as amendments and/or to the NLHF application:

- Vision that it be made clear that the list of suggestions of what for the memorial could take is not exhaustive;
- That the first sentence of the Vision statement be amended to read "In the 1920's John Masefield was a best-selling poet."
- Page 2 it be noted that the spelling of Gandhi is incorrect "Ghandi";
- Page 12 – penultimate paragraph be reworded in relation to the mention of the war memorial being completed on time and to budget;

Page 7 penultimate paragraph:

- No date provided in the document
- It was understood by Councillor Sinclair that this project would be self-funding with no burden being placed on Ledbury Town Council or the residents of Ledbury.
- Page 9 of the Terms and Conditions of the grant – "4.3 when you might need to repay your grant" – concerns were raised about the financial implications in respect of the following condition:

"we feel you have not made good progress with your project or are unlikely to complete the project or deliver the approved purposes"

Who would be responsible to bear any financial burden if this project were not to progress satisfactorily or fail to be delivered?

- Concerns were also arranged about changes that had been made in respect of setting up a separate charity bank account – the Clerk advised that members of the Working Party had advised that this would not be possible. The Council as the primary applicant would be required to receive the funds and then be able to provide defrayal evidence of payments of invoices and salaries from their bank account. The advice from the person completing the funding application was that it would not be possible for the council to receive the funds and then simply forward them onto a bank account set up for this project by the John Masefield Society.

It was suggested that actions to be taken to ensure circumstances such as those mentioned above did not happen would need to be included as part of the risk management, such as the project

engage the Council's Internal Auditor to ensure that the funds were being handled and spent accordingly.

- Concerns were raised in respect of the breakdown of the proposed in the total of £248,615 and the lack of "in-kind" contributions from the Council. Also, that just £60,000 of the total amount of the grant would be spent on the final memorial.

Following considerable discussions it was **RESOLVED**:

1. That further information in respect of the content of the application, for example costings, clarification of town council involvement, and provision of a project delivery plan and timeline to ensure support and confidence from Ledbury Town Council.
2. That further investigations be undertaken into how the project will be managed and the possibility of setting up a separate charity for this project.

The meeting ended at 7.26 pm.

Signed Date

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 4 JULY 2024**

PRESENT: Councillors Chowns (Chair), Harvey, Hughes, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R63. APOLOGIES FOR ABSENCE

None received.

R64. DECLARATIONS OF INTEREST

None received.

R65. TO NOTE THE TERMS OF REFERENCE FOR THE 2024/25 MUNICIPAL YEAR

RESOLVED:

That the Terms of Reference be noted subject to the following amendment to be referred back to Full Council accordingly:

That the following be added to the Delegated Powers list:

“To appoint Members to a panel to hear Disciplinary and Grievance matters.”

R66. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS OF THE RESOURCES COMMITTEE HELD ON 4 APRIL 2024

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 4 April 2024 be approved and signed as a correct record.

R67. ACTION SHEET

RESOLVED:

1. That the following updates be recorded:

- **R47(5) - That a target date for the end of July be assigned to this item, noting that the employee is currently on annual leave**

- **R63 – That post holder 53 be instructed to register on the on- line portal for CiLCA by the end of July, noting that they have until the end of April 2025 to complete the course and that it would be expected that they would undertake course work at home in their own time in addition to the 100 paid hours being provided.**

- 2. That on return from sickness absence post holder 53 be instructed to provide the Clerk with a schedule of times for the 100 paid hours.**

R68. DRAFT AMENDED TRAINING POLICY

RESOLVED:

That the draft Training Policy be recommended to the Finance, Policy & General Purposes Committee for approval.

R69. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 5 September 2024.

R70. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R71. FLEXIBLE WORKING REQUEST

It was noted that 7 of the 14.5 hours stated in the request had already been reallocated for the recruitment of a new part time member of staff and therefore this would only provide 7.5 hours availability for a job share for this role.

RESOLVED:

That the flexible working request received from post holder 50 be declined on the grounds that there are only 7.5 hours available for a job share. The creation of this post was a strategic investment for the council and was originally intended to be a full-time role. The role has already been eroded to 30 hours (4 days) per week and the creation of a job-share for the time that remains would reduce the

effectiveness of the role and the investment being made. Additionally, the logistics of recruiting an individual to a job share for only 7.5 hours per week was considered to be impractical.

R72. CONSIDERATION OF STAFFING AT LEDBURY CEMETERY

Members raised concerns that annual leave had been granted at the beginning of the growing season, which had impacted on the position that

RESOLVED:

- 1. The Town Clerk meet with the post holder to identify what tasks within their agreed role they are presently able to undertake following their long-term illness. Following which, a specification be drafted and provided to contractors to quote to deliver the outstanding grounds work in the cemetery through to the end of the growing season (end of October).**
- 2. That in future the expectation is that annual leave requests would be refused during the spring growing season, unless accompanied by a previously approved plan to cover the period of absence.**
- 3. That a decision on how to progress with staffing at Ledbury Cemetery long-term be deferred until such time a report has been received from Occupation Health.**

R73. TO APPROVE DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION OF ASSISTANT TO THE CLERK

RESOLVED:

- 1. That the job description/person specification be amended to simplify the duties of the role as follows:
"To provide administrative support to the Town Clerk"**
- 2. That subject to the above amendment the post of Administrative Assistant to the Town Clerk be advertised accordingly.**
- 3. That the role be reviewed after six months to establish whether the 20 hours are sufficient for this role.**

R74. **STAFFING MATTERS**

Members were provided with an update on a matter that had arisen after the agenda had been despatched, but prior to the meeting, which needed input from the Committee.

RESOLVED:

1. **That it be recognised that the Clerk should make use of emergency powers to put in place required actions, and that an extraordinary meeting of the Resources Committee be held on 11 July 2024 for the purpose of endorsing any actions taken by the Clerk and approving any further necessary actions or expenditure.**
2. **That the Internal Auditor be contacted to establish whether he would be able to undertake an investigation on the issue raised with Members.**

The meeting ended at 8.22 pm.

Signed Date

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 18 JULY 2024**

PRESENT: Councillors Harvey, Hughes and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R75. AOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns and Morris and Councillor Furlonger who had been requested to attend the meeting as a stand-in for Councillor Morris(as the vice-chair of the Planning, Economy & Tourism Committee).

R76. DECLARATIONS OF INTEREST

None received.

R77. DATE OF NEXT MEETING

The Clerk advised that she would be on leave on 5 September 2024 but could join the meeting virtually if required. It was agreed that due to the nature of the business to be discussed it was highly likely that a meeting will need to be held prior to 5 September and therefore this meeting may be moved to an alternative date.

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 5 September 2024, but that due to the matter to be discussed it is likely that an extraordinary meeting of the committee will be held before that date.

R78. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R79.

TO CONSIDER URGENT STAFFING MATTERS

The Clerk provided Members of the Resource Committee with updates on the progress in relation to the staffing matter

RESOLVED:

1. That the actions of the Clerk in relation to the appointment of Hoople to undertake the investigation on behalf of Ledbury Town Council at a cost of £475.00 per hour and £25.00 per hour for transcribing notes be endorsed.
2. That in the interim progress reports be shared with the Chair of the panel that will be receiving the investigation report.
3. That the Clerk contact Hoople to request an indicative time scale and budget.
4. That going forward those panel Members will only be appraised of necessary information in the context of the ongoing process, and that the Clerk manage the process with the support of Hoople.
5. That the panel to receive the investigation report and act as a disciplinary hearing, if required, be made up of three Members of the Resources Committee to include the Mayor as the Chair.
6. That an Appeals Committee be stood up with the two remaining members of the Resources Committee and Councillor Furlonger, as he had been provided with copies of the paperwork for this meeting, and that the Deputy Mayor Chair this panel.
7. That the Clerk make it clear to Hoople that there are constraints on availability of the Panel Members and that an early outcome to the investigation would be welcomed.
8. That Committee Members be contacted to establish which councillors would be available for the initial panel meeting.
9. That the Mayor send a letter to the Councillor who had raised this issue with staff members asking that they understand the concerns and where their actions fall short and undertake not to repeat this.

The meeting ended at 6.54 pm.

Signed Dated

LEDBURY TOWN COUNCIL

**MINUTE OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE
HELD ON 17 JULY 2024**

PRESENT: Councillors Bradford, Hughes and Newsham

ALSO PRESENT: Angela Price - Town Clerk

E135. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

E136. DECLARATIONS OF INTEREST

None received.

E137. NOLAN PRINCIPLES

RRESOLVED:

That the Nolan Principles be received and noted.

E138. PUBLIC PARTICIPATION

No members of the public were present.

**E139. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE
ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 2
MAY 2024**

RESOLVED:

- 1. That the minutes of the Environment & Leisure Committee meeting held on 2 May 2024 be approved and signed as a correct record.**
- 2. That the use of the Market House be included on the next Environment & Leisure Committee for further discussion.**

E140. TO REVIEW ACTION SHEET

Concerns were raised as to whether there is currently any CCTV coverage being provided by Hereford Council.

Councillor Bradford noted that previously there used to be a unit in the basement of the council offices which supplied the CCTV cameras in the town. The Clerk confirmed that there is a unit in the basement which she believes is linked to the current Hereford CCTV equipment in the

town. However, she advised that there was no screen with this equipment.

RESOLVED:

1. That the Clerk contact Herefordshire Council CCTV unit to establish whether there is CCTV coverage being managed.
2. That clarification be sought from the Deputy Clerk in respect of the wording of the comment relating to minute no. E76.2 "ON-HOLD – Due to withdrawal of scheme by Herefordshire City Council."
3. That the Clerk be instructed to investigate costs for the provision of a CCTV system for Ledbury.
4. That minute numbers E102.3 and E102.5 be recorded as completed and removed from the action sheet.
5. That the Deputy Clerk be asked to provide copy of the generic risk assessment to the next meeting of the committee, and that a note be included within the risk assessment would be compliant with CDM Regulations.
6. E124 – that the Deputy Clerk be asked to confirm with the Clerk whether the resident has been advised that they can proceed with the installation of the bench and if so this minute should be recorded as completed and removed from the action sheet.
7. E128 – Bye Street Toilets the Town Clerk to contact the Estates Officer at Herefordshire Council to arrange a meeting between all interested parties (Ledbury Town Council, Herefordshire Council and Love Ledbury) to discuss the future of Bye Street toilets.
8. E130(2) – That this minute number be amended to state that "Developers" be approached and not the "Football Club".
9. That the Clerk follow up on E130(2) as a matter of priority.

E141.

CONSIDERATION OF WORK PRIORITIES

It was noted that a number of the projects listed were maintenance projects.

RESOLVED:

1. That it be noted that the following projects are deemed maintenance projects, which would form part of the annual

programme of works undertaken by this committee and/or are already included in the 2024/25 budget:

- i. Repointing of boundary wall at cemetery
- ii. Works to main drive way of cemetery
- iii. Establish Scatter Garden
- iv. Revarnish of pews and lecterns in cemetery
- v. Redecoration of cemetery chapel
- vi. Memorial testing in St Michael & All Angels Churchyard
- vii. Installation of new 5-bar gate at Dog Hill Woods
- viii. Solution to flooding at rear entrance of council office
- ix. Quinquennial survey works to council offices and market house
- x. Supply and install new multi play unit for children's play area at Recreation Ground
- xi. Cantilever swing removed and replaced with alternative equipment
- xii. Completion of SLA re October Fair
- xiii. Land currently owned by Ledbury Town Council in the Deer Park estate - consideration of maintenance responsibilities

2. That the following projects be recommended to the Finance, Policy & General Purposes Committee as priorities of the Environment & Leisure Committee for the next 12-months:

- i. Additional space required for cemetery – major priority
- ii. Installation of new CCTV system in/on council offices and at recreation ground – potentially second major project
- iii. To consider plans for the transfer of the ownership to Ledbury Town Council of the meadow land between Deer Park and Leadon Way

E142. LEGIONELLA TESTING

RESOLVED:

That the report be received and noted, noting that officers are in the process of dealing with the recommendations from both reports accordingly.

E143. PLANTERS FOR WAR MEMORIAL

It was noted that the two longer planters had been removed from outside of the Alms Houses and the four smaller planters had been moved, which had improved the appearance of the area.

RESOLVED:

- 1. That no further action be taken in respect of planters outside the Alms Houses and adjacent to the War Memorial.**
- 2. That it be noted that Ian Bishop was due to return to clean the War Memorial in October 2024 as part of the refurbishment contract and that following this consideration of an annual agreement for two visits per year to clean the memorial will need to be drafted and funds allocated in the budget on an annual basis for this work.**

E144. CHRISTMAS LIGHTS CONTRACT

It was noted that due to the scheduled meeting of the committee having been postponed the Chair of the Environment & Leisure Committee had consulted with the Chair of Finance, Policy & General Purposes Committee and the Clerk to consider the recommendation from the Christmas Lights Task and Finish Group, due to concerns over any further delay in appointing a Christmas Lights company may result in them not being able to create the lights in time for Christmas 2024.

RESOLVED:

That the actions taken by the Clerk, Chairs of Environment & Leisure and Finance, Policy & General Purposes Committees to appoint Festive Lighting, as recommended by the Christmas Lights Task & Finish Group, be endorsed.

E145. WORKING PARTIES

- 1. To receive and note the draft minutes of the meeting of the Events Working Party meeting held on 6 June 2024**

Members noted the recommendation within the minutes (minute no. 8) that Ledbury Town Council hire the square at St Katherines for the following events:

- Two Saturdays during the Heritage Open Days event – 7 and 4 September 2024
- Christmas Lights switch-on event

Members expressed their disappointment at the charges of £200 per day, £100 per half day and £25 per hour being levied by

Herefordshire Council for hire of the square at St Katherines for community groups, noting that Ward Councillors had promised to raise this with officers at Herefordshire Council.

RESOLVED:

1. That the request to hire the square at St Katherines for the events listed above be declined, but that the Clerk write to Herefordshire Council Estates Officers advising that Ledbury Town Council wish to make use of the community space adjacent to St Katherines, but that they would not expect to be invoiced for this, with an explanation that this space was provided via S106 as a Community Space, but charges such as those levied would preclude community groups from making use of the space.
 2. That the Clerk follow up with Herefordshire Council in respect of the Licence to Manage being transferred to Ledbury Town Council.
 3. That officers investigate whether there is a precedence whereby other towns in Herefordshire are required to pay Herefordshire Council for use of their Town Square.
 4. That the minutes of the Events Working Party be received and noted.
 5. That the Clerk send a copy of the draft document sent to Herefordshire Council Estates Office in respect of the Licence to Manage the square at St Katherines.
2. To receive and note the draft minutes of the meeting of the John Masefield Memorial Working Party meeting held on 10 June 2024

RESOLVED:

1. That the minutes of the John Masefield Memorial Working Party be received and noted.
2. That the minutes of the John Masefield Memorial Working Party be deferred to the Planning, Economy & Tourism Committee and that this Working Party no longer be considered under the umbrella of the Environment & Leisure Committee.

E146. **TO RECEIVE NOTES OF A MEETING OF THE CEMETERY TASK AND FINISH GROUP HELD ON 4 JUNE 2024**

Members were advised that the Task & Finish Group had made the following suggestions for consideration:

1. To substantially increase the burial fees for non-residents whilst maintaining the fee levels for residents.
2. Encourage families who have loved ones buried in the cemetery to make use of family plots by double burials and making use of the ability to inter up to 8 sets of ashes into a full burial plot which has reached its capacity for full burials.
3. That a geophysical survey be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used.

RESOLVED:

That the Cemetery Working Party continue its work, ensuring that everyone who should be included are invited, i.e. all local funeral directors and other associated groups and that the Clerk prepare an action plan, incorporating the following points, to be presented to the November meeting of the Committee for consideration and recommendation to Council.

1. **That a list of proposals be drawn up that could be introduced to prolong the life of the cemetery.**
2. **That developers who own the football ground adjacent to the cemetery be approached in respect of the potential sale of the land, or part of it, to Ledbury Town Council for use as an extension to the cemetery.**
3. **If the request to the developers in point 2 above is declined, an appeal be made to local landowners around Ledbury, (publicly and privately) particularly those who have been impacted by the developments to the north and south of Ledbury, for an area of grey land that could potentially be used as burial land.**
4. **If points 2 and 3 above do not find any suitable land, an outside consultant be engaged to find a suitable piece of land for use as burial space.**
5. **That cost for a geophysical survey to be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used be obtained.**

6. That woodlands burials be investigated, potentially either Dog Hill Woods or the land that Bovis are suggesting gifting to the Town Council between their current development and Parkway.

E147. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Environment & Leisure Committee is scheduled for Thursday, 12 September 2024.

The meeting ended at 7.19 pm.

Signed Dated

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 20 JUNE 2024

PRESENT: Councillors Furlonger, Harvey, Howells & Morris (Chair).

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker

P248. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Hughes.

P249. DECLARATIONS OF INTEREST

No declarations of interest were received.

P250. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

P251. NOLAN PRINCIPLES

RESOLVED:

The Nolan Principles were received and noted.

**P252. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING,
ECONOMY AND TOURISM COMMITTEE MEETING HELD ON 16 MAY
2024.**

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 16 May 2024 were approved and signed as a correct record.

P253. TO REVIEW THE ACTION SHEET

Members discussed minute no. P216 on the action sheet – “That the Markets Working Party give consideration to a letter and survey being sent to shop traders in Ledbury encouraging them to support the market and to have a stall on occasions to compliment their shops”.

Members noted that the next Markets Working Party had not been scheduled and instructed officers to set a date.

Councillor Harvey expressed her concern that the Markets Working Party was not an item on the agenda to be discussed. Members agreed and noted that all Working Parties under the Planning, Economy & Tourism Committee should be on the agenda every meeting for discussion.

RESOLVED:

- 1. That the Action Sheet be received and noted.**
- 2. That a date be set for the next Markets Working Party.**
- 3. That all Working Parties under the Planning, Economy & Tourism Committee be included on the agenda to be discussed.**

P254. HEREFORDSHIRE BID (FOR INFORMATION ONLY)

Members discussed their concerns with the Herefordshire BID and the Trader's opinions on the lack of communication from them. Members noted that Ledbury Town Council should assist in smoothing the path between both and helping the BID inform Trader's on what they do to help promote the town.

Members noted that the Herefordshire BID had recently undergone an internal audit and Ledbury Town Council should request a detailed report to be released.

Councillor Furlonger agreed to write a report on how the communication between Ledbury Traders and the Herefordshire BID could be improved with the help of Ledbury Town Council.

RESOLVED:

That the Herefordshire BID update be received and noted.

P255. CONSIDERATION OF "NEW WELCOME PACKS" FOR NEW RESIDENTS TO LEDBURY

Members discussed the most efficient ways of contributing to the "New Welcome Packs" for the new residents of Ledbury. Members noted it is sensible to make use of leaflets that are already being produced such as the Town Council Newsletter, Painted Room leaflets and the Community Day brochure etc.

Members noted it would be good to request an example welcome pack from various agents and solicitors to gather data on what is being produced and what documents might be missing.

Councillor Harvey informed members that this needs to be discussed with the Clerk on her return from annual leave to ensure that there are the staff resources for this task.

RESOLVED:

That members discuss the “New Welcome Packs” for new residents to Ledbury with the Clerk on her return to the office to ensure the Council have the resources.

P256. PAINTED ROOM VISITOR NUMBERS

RESOLVED:

- 1. That the Painted Room Visitor Numbers be received and noted.**
- 2. That the Painted Room Visitor Numbers data be produced in a chart for the next Planning, Economy & Tourism Committee meeting to see the trends and patterns as noted on the action sheet.**

P257. NEXT PHASE OF FORMING THE LEDBURY TOURISM STRATEGY

Members noted that a discussion with the Clerk on her return to the office should take place to investigate how this will be resourced.

RESOLVED:

That the Chair and Deputy Chair of Planning, Economy & Tourism Committee meet with the Clerk to discuss how the next phase of forming the Ledbury Tourism Strategy can be resourced.

P258 PLANNING CONSULTATIONS

- i. Planning Application No. 231872 – Planning re-consultation – Conversion of and extensions to existing buildings to create a dwelling, and associated works (previous comment from LTC – no objection) – Land to rear of 1 Bridge Street, Ledbury, Herefordshire**

RESOLVED:

No objections.

- ii. Planning Application No. 231873 – Planning re-consultation – Conversion of and extensions to existing buildings to create a dwelling, and associated works (Previous comment from LTC – no objection) – Land to rear of 1 Bridge Street, Ledbury, Herefordshire – LISTED BUILDING CONSENT**

RESOLVED:

No objections.

- iii. **Planning Application No. 240246** – Change of use of unused room in my residence for my nail business – **4 Masefield Close, Ledbury, Herefordshire, HR8 2AD**

RESOLVED:

No objections.

- iv. **Planning Application No. 241093** – Proposed demolition of single storey element and construction of a two storey and single storey side extension – **14 Long Acres, Ledbury, Herefordshire, HR8 2AU**

RESOLVED:

No objections.

- v. **Planning Application No. 241295** – Two storey side extension to existing house – **37 Keats Meadow, Ledbury, Herefordshire, HR8 2GW**

RESOLVED:

No objections.

- vi. **Planning Application No. 241377** – Proposed pitched roof (Retrospective), single storey extension and garden shed. Works include demolition of a lean-to and two existing sheds – **1 Queens Way, Ledbury, Herefordshire, HR8 2AY**

RESOLVED:

No objections.

- vii. **Planning Application No. 241401** – Proposed internal re-configuration to form 1 x 2 bed dwelling from 2 x single bedsits – **First & Second Floor, 70 The Homend, Ledbury, Herefordshire, HR8 1BX – LISTED BUILDING CONSENT**

RESOLVED:

No objections.

P259. TABLED APPLICATIONS

None

P260. 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.

P261. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

P262. MEADOW NORTH OF LEADON WAY

RESOLVED:

That Officers ask the relevant Ward Member to seek advice from the Herefordshire Planning Officers regarding the Meadow North of Leadon Way and request a site plan to be clear on exactly where it is located.

P263. LEDBURY TOWN COUNCIL REPRESENTATION SUBMITTED IN RESPONSE TO THE LOCAL PLAN CONSULTATION

RESOLVED:

That the Ledbury Town Council representations submitted in response to the Local Plan Consultation be received and noted.

Councillor Harvey left the meeting at 9:10pm.

P264. LEDBURY TOWN COUNCIL REPRESENTATION AT MCCARTHY STONE PLANNING APPEAL

RESOLVED:

That the Ledbury Town Council representation at the McCarthy Stone Planning Appeal be received and noted.

P265. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY UPDATE

Councillor Howells informed members that the next Neighbourhood Development Plan Working Party is scheduled to take place on Thursday, 18 July 2024 at 5:00pm.

RESOLVED:

That the Neighbourhood Development Plan Working Party update be received and noted.

P266. TRAFFIC MANAGEMENT

RESOLVED:

- 1. That the Minutes of a meeting of the Traffic Management Working Party held on 4 June 2024 be received and noted.**
- 2. That members agree to hold a meeting with the Traffic Management Officer in respect of Traffic Regulation Order on Orchard Lane once the relevant accident data has been received.**

P267. JOHN MASEFIELD MEMORIAL WORKING PARTY

RESOLVED:

That the minutes of a meeting of the John Masefield Memorial Working Party held on 10 June 2024 were received and noted.

Councillor Harvey returned to the meeting at 9:15pm.

P268. SECTION 106 (STANDING ITEM)

No Section 106 updates were received.

P269. CONSIDERATION OF WORK PRIORITIES OF THIS COMMITTEE FOR THE 2024/25 MUNICIPAL YEAR

RESOLVED:

That a workshop of committee members be set up within the next 10 days to discuss the consideration of work priorities of this committee for the 2024/25 Municipal Year.

P270. MALVERN NATIONAL LANDSCAPE WORKSHOPS

RESOLVED:

That the Malvern National Landscape Workshops document be received and noted.

P271. DATE OF NEXT MEETING

Councillor Morris gave his apologies for the Planning, Economy & Tourism Committee meeting scheduled for 18 July 2024.

RESOLVED:

To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 18 July 2024.

The meeting ended at 9:20pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 18 JULY 2024

PRESENT: Councillors Bradford, Harvey (Chair) & Hughes

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

P272. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Furlonger, Howells and Morris.

Members agreed that Councillor Harvey would Chair the meeting due to the Chair and Vice Chair not being present.

P273. DECLARATIONS OF INTEREST

No declarations of interest were received.

P274. PUBLIC PARTICIPATION

Mrs Simpson spoke regarding agenda item no. 16.ii – Ledbury Traffic Regulation Order Consultation Update for Belle Orchard/Belle Orchard Close and Queens Court. Mrs Simpson informed members that there are many residents in Belle Orchard who are in need of and happy to pay for resident parking.

Councillor Harvey confirmed that she had been in contact with the Traffic Engineer who had stated that there is now majority support for Permit Parking in this area and that the proposal will proceed to move forward.

Ms Simpson left the meeting at 7:14pm.

Mrs l'Anson spoke regarding agenda item no. 8 – Parking Issues at Ledbury Charter Market. Mrs l'Anson informed members that Market Traders are upset by how they were recently treated by the Traffic Enforcement Officer when parking their vehicles at the Charter Market. She expressed her concern that traders will not return to the Market if their vehicles receive parking tickets and asked the Town Council to help where possible.

Councillor Harvey stated that it has always been clear in the Charter Market Regulations that traders should move their cars once they have unloaded otherwise, they will be issued with a ticket from the parking enforcement team at Herefordshire Council. She explained that traders

have been lucky not to receive more tickets in previous years and the Town Council cannot be seen to encourage or to condone Trader's parking in spaces against regulations.

Councillor Harvey informed Mrs l'Anson that she would speak to the Traffic Enforcement team at Herefordshire Council regarding the incident in her Ward Councillor capacity.

Mrs l'Anson left the meeting at 7:18pm.

Mr & Mrs Williamson asked members for their support on the two planning applications they had submitted for their home (no. 241624 & no. 241625). Councillor Harvey confirmed that she would make a site visit as the Ward Councillor prior to the Herefordshire Council Planning meeting.

It was agreed that Members move the above items forward to avoid Mr & Mrs Williamson having to wait to hear their planning applications discussed.

The Chair thanked Mr & Mrs Williamson on their comments regarding the planning applications.

Mr & Mrs Wiliamson left the meeting at 7:32pm.

P275. NOLAN PRINCIPLES

RESOLVED:

The Nolan Principles were received and noted.

P276. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY AND TOURISM COMMITTEE MEETING HELD ON 20 JUNE 2024.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 20 June 2024 were approved and signed as a correct record.

P277. TO REVIEW THE ACTION SHEET

RESOLVED:

1. That the Action Sheet be received and noted, subject to the following points:

i. P231(2) – That this be removed from the action sheet.

- ii. **P232.1 – That it be noted that Councillor Harvey has approached the Chief Executive at Herefordshire Council regarding the charges proposed for St Katherine’s Square and is awaiting a response.**

P278. AGENDA ITEM 1.3 AND 11.4 PLANNING APPLICATIONS 241624 AND 241625

- i. **Planning Application No. 241624 – Proposed replacement of existing dwelling including new detached garage and change of use of land (0.093ha) from agricultural to residential. The proposed dwelling is a self-build development – Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE**

Councillor Harvey abstained from the vote due to being Ward Councillor.

RESOLVED:

No objections.

- ii. **Planning Application No. 241625 – Proposed variation of condition 2 of planning permission 240171 (proposal to convert existing garden store outbuilding to home office/study to host dwelling. Development to include creation of new balcony under extended roof. Existing asbestos sheet roof to be raised and replaced with clay plain tiles to match host dwelling roof). To allow for replacement of the unsafe existing walls and in adequate bricks which are crumbling on removal – Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE**

Councillor Harvey abstained from the vote due to being Ward Councillor.

RESOLVED:

No objections.

P279. CONSIDERATION OF “WELCOME PACKS” FOR NEW RESIDENTS TO LEDBURY

It was noted in the minutes of the previous meeting that the Chair and Vice Chair of the committee would arrange a meeting with the Clerk once she had returned from annual leave to discuss this further.

The Clerk confirmed that this had not happened and due to both the Chair and Vice Chair not being present she confirmed that a meeting would be set to discuss this and report back to the next committee meeting.

RESOLVED:

That the Clerk meet with the Chair and Vice Chair of the committee to discuss the consideration of “Welcome Packs” for new residents to Ledbury.

P280. PARKING ISSUES AT LEDBURY CHARTER MARKET

Members noted that the parking restrictions with the Charter Market should be adhered to. Members agreed that the Town Council must encourage traders to abide by the rules and regulations. It was noted that all traders had recently been reminded of the terms and conditions, and informed that if they receive an enforcement notice for having their cars parked at the market, Ledbury Town Council would not be responsible or liable for this.

The Chair requested that the Clerk add this item onto the next Charter Market Working Party agenda for future discussion.

RESOLVED:

That the Parking Issues at Ledbury Charter Market be an item on the next Charter Market Working Party agenda.

P281. PAINTED ROOM NUMBERS

RESOLVED:

That the Painted Room numbers be received and noted.

P282. NEXT PHASE OF FORMING THE LEDBURY TOURISM STRATEGY

Councillor Hughes informed members of the work he had completed previously towards the Ledbury Tourism Strategy. He stated that the next phase would be to create a ‘toolkit’ and confirm the short, medium and long-term aspirations which will be submitted back via the committee process for approval and adoption.

The Clerk confirmed that she would meet with Councillor Hughes and the Community Engagement Officer to discuss this further and report back to the next committee meeting.

RESOLVED:

That the Clerk and Councillor Hughes arrange a meeting to discuss the next phase of forming the Ledbury Tourism Strategy.

P283. PLANNING CONSULTATIONS

- i. **Planning Application No. 240663** – Proposed drop kerb – **35 Lower Road, Ledbury, Herefordshire, HR8 2DH**

RESOLVED:

No objections.

- ii. **Planning Application No. 241353** – Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding area and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – **Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR**

RESOLVED:

That a response of no objection be submitted, noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the reduction in availability locally of the product range offered currently by Homebase at a time when there are a number of new housing developments whose residents would benefit from this type of store.

- iii. **Planning Application No. 241470** – Window replacements – **1-42 Harling Court, New Street, Ledbury, Herefordshire, HR8 2EF**

RESOLVED:

No objections.

P284. TABLED APPLICATIONS

RESOLVED:

That there were no tabled applications.

P285. PLANNING DECISIONS

RESOLVED

That the Planning Decisions be received and noted, noting the decision on the McCarthy Stone development at the Knapp

P286. REQUEST FROM GLADMAN DEVELOPMENTS LTD

Members noted that Ledbury Town Council had not supported the previous proposal from Gladman Developments Ltd., and that the land block was not proposed to be allocated for future development by the draft update to the county Local Plan.

RESOLVED:

That the request for Ledbury Town Council to meet with Gladman Developments be declined.

P287. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY UPDATE

The Clerk informed members that the Neighbourhood Development Plan Working Party was due to meet that day but had been postponed due to Councillor Howells not being available

RESOLVED:

That the Neighbourhood Development Plan Working Party be rescheduled.

P288. TRAFFIC MANAGEMENT UPDATE

- i. Response received from Herefordshire Council Traffic Management Officer in respect of SID placements
- ii. Ledbury Traffic Regulation Order Consultation update
- iii. Correspondence received from Southend resident
- iv. Correspondence received from Putley Town Clerk

RESOLVED:

- 1. That officers be instructed to proceed with the installation of a SID unit in the south of Parkway at the site of the existing base.**
- 2. That the installation of a SID in the north of Parkway be deferred until such time proposals in relation to speed limit changes are advised due to the potential road layout changes as a result of ongoing housing developments to the south of the town.**
- 3. That the latest information received from ADL Traffic and Highways in respect of Permit Parking proposals at Bell Orchard/Belle Orchard Close and Queens Court be received and noted.**
- 4. That the letter received from a resident of Southend regarding residents' parking be referred to the Traffic Management**

Working Party to be considered a part of the next round of TRO's.

- 5. That the information received from the Putley Clerk be received and noted.**

P289. JOHN MASEFIELD MEMORIAL WORKING PARTY UPDATE

The Chair of the John Masefield Memorial Working Party was not present to give members an update.

Councillor Harvey gave members a verbal update regarding her communications she had exchanged with Jane Mee.

RESOLVED:

That the John Masefield Memorial Working Party update was received and noted.

P290. MARKETS WORKING PARTY UPDATE

RESOLVED:

No Market Working Party update to be received, but that a date for the working group to meet should be scheduled.

P291. SECTION 106 (Standing Item)

RESOLVED:

No Section 106 updates received.

P292. CONSIDERATION OF WORK PRIORITIES OF THIS COMMITTEE FOR THE 2024/25 MUNICIPAL YEAR

RESOLVED:

That the following projects be endorsed as priorities of the committee subject to the Clerk ensuring that the office resources are available.

- 1. Charter Market – to deliver on Markets Strategy and create a plan for improvements.**
- 2. Tourism Strategy – reports due back to PET's Committee in due course.**
- 3. John Masefield Memorial Project – completion by June 2028.**

4. Asset Register (Bovis) – further information to be requested with potential need to be resourced and expertise brought in to prepare a management plan for this area.

5. Heritage Buildings – start in 2025

P293. REQUEST TO HOLD REGULAR LITTER PICKS

RESOLVED:

That the Town Council engage with local litter pick groups that are already in place to encourage and enable regular litter picks.

P294. REQUEST FROM COUNCILLOR SIMMONS IN RESPECT OF LEDBURY TOWN COUNCIL REQUESTING A PEDESTRIAN CROSSING AT PARKWAY VIA COMMUNITY COMMISSIONING MODEL

RESOLVED:

That Ledbury Town Council support Councillor Simmons in respect of purchasing additional signage to warn of pedestrians crossing at Parkway via Community Commissioning Model.

P295. INVOICES FOR PAYMENT APPROVAL

RESOLVED:

That the invoices for July 2024 be approved for payment in the sum of £20,126.58 plus VAT.

P296. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 15 August 2024.

The meeting ended at 8:38pm.

Signed Dated
(Chair)

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 15
---------------------	----------------------	------------------------

Report prepared by Angela Price – Town Clerk

OUTCOME OF NOTICE OF VACANCY LEDBURY WEST

Purpose of Report

The purpose of this report is to provide Members with the outcome of the recent Notice of Vacancy in relation to Ledbury West following the resignation of Don McAll.

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

Members will be aware that just prior to the Annual Meeting of Council Don McAll resigned as a Ledbury Town Councillor, which instigated the Notice of Vacancy process in relation to Ledbury West.

Subsequently the vacancy was advertised in line with the Electoral Commission requirements, following which the Clerk was advised that there had been no request an election and therefore Ledbury Town Council could now proceed to co-option for this vacancy.

Currently there are eight vacancies at Ledbury Town Council, which have been advertised at various time over the past twelve months in the hope that local residents may be interested in being co-opted.

The vacancies are as follows:

South Ward – Three

North Ward – One

West Ward – Four

An application for co-option has been received and a further to application forms have been sent out to interested parties and the Clerk would suggest that in order for the one candidate to lose interest due to delays that an extraordinary meeting of council be arranged for consideration of the one candidate and that prior to that meeting the Clerk contact the other two potential candidates to advise them once a date for that meeting has been agreed, so that they may be able to submit their applications for consideration at the same time.

Recommendation

1. That an extraordinary meeting of Council be arranged to consider the one co-option application received.,
2. That the Clerk contact the other two interested candidates to inform them of the date of the meeting, so that they might submit their applications for consideration at the same time.

LEDBURY TOWN COUNCIL

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 16
---------------------	----------------------	------------------------

Report prepared by Angela Price – Town Clerk

CHRISTMAS LIGHTS CONTRACT

Purpose of Report

The purpose of this report is ask members to approve the recommendation from the Environment and Leisure Committee to award the contract for the provision of Christmas Lights contract for the period 2024-2026.

Detailed Information

Due to the scheduled meeting of the Environment & Leisure Committee due to unforeseen circumstances, Members of the Committee held on 18 July 2024 were asked to endorse actions taken by the Chair of the Committee in conjunction with the Chair of the Finance Committee to appoint company No. 1 below to provide Christmas Lights to Ledbury for a period of three years (2024-2026).

Members of the Environment and Leisure Committee agreed to endorse the actions taken, noting that a budget of £15,000 had been agreed as a ceiling of costs for Christmas Lights for the next three-years.

However, due to the cost of the supply of the Christmas Lights Members of the Finance, Policy & General Purposes Committee considered that the final approval of the contract award should be undertaken by Full Council, as it exceeds the permitted £5,000 ceiling of expenditure which requires approval of Council.

Company No. 1

6 x cross streets – The Homend

1 x cross street – Bye Street

3 x wall motifs – Bye

Icicles – Clock Tower, Alms Houses, Market House and Council Offices

5 x wall motifs – High Street

Christmas Tree Lights

3 Column Motifs – Southend

Recommendation

1. That Members approve the recommendation from the Environment & Leisure Group and instruct officers to appoint company no. 1 to supply and install Christmas Lights in Ledbury for a three-year contract (2025-2027) in the sum of £13,194 plus VAT per annum.

2. Members are also requested to note the Payment Terms of the contract for company no. 1:
- 40% of the full year value to be invoiced, on order/hire for year 1 and on May 1st for subsequent years (£5,277.60) plus VAT
 - 40% of the full year value to be invoiced, on dispatch for year 1 and on September 1st for subsequent years (£5,277.60) plus VAT
 - 20% of the full year value to be invoiced, each applicable year, on install (£2,638.80) plus VAT
 - All invoices are payable within 30-days.

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 17
---------------------	----------------------	------------------------

Report prepared by Olivia Trueman – Community Engagement Officer

LEDBURY'S ANNUAL CHRISTMAS EVENT

Purpose of Report

The purpose of this report is to provide Members with an update on the progress Officers are making with the organisation of the Christmas Light Switch on Event.

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

UK SHARED PROSPERITY FUND (UKSPF)

The Community Engagement Officer has successfully secured funding from the UK Shared Prosperity Fund to support the Christmas Light Switch-On Event. In alignment with the funding requirements, the Council agreed to a match-funding arrangement. Consequently, the Town Clerk and CEO applied for £2,500 from the fund, resulting in a total budget of £5,000 for the event.

£5,000 has already been allocated to the event to cover advertising, craft workshops, an array of entertainment, bands/music and the road closure.

Financial Implications

Music and Entertainment

While searching for bands and music for the Light Switch-On Event, Officers discovered a band called 'Mr. Wilson's Second Liners.' This lively six-piece New Orleans street band performs in full costume, offering two 45-minute sets of 90s club classics. Known for their global performances at events and festivals, Mr. Wilson's Second Liners also engage audiences with mobile performances, creating an exciting parade atmosphere that everyone can join.

Officers believe this band would be a unique and special addition to the event, offering an experience the town may not have seen before.

To hire Mr. Wilson's Second Liners, it is suggested that the council consider approving an additional expenditure of £800.

A possible budget for this extra spend could come from Cost Centre 127 Services and Events (nominal code 4607)

Follow this link to find more information on the band: <https://www.mrwilsons.org.uk/mr-wilsons-second-liners>

Christmas Market

Following the grant's approval, discussions arose regarding the potential to outsource the organisation and management of the Christmas market. Given the event's continuous growth over the years, it was widely agreed among officer's that outsourcing would significantly reduce the administrative load and pressure, and enable Officers to focus on the event itself. The proposal also includes provisions for marshalling, which would be beneficial as the Town Council has traditionally relied on volunteers for this role, in particular the Maritime cadets who aren't always available.

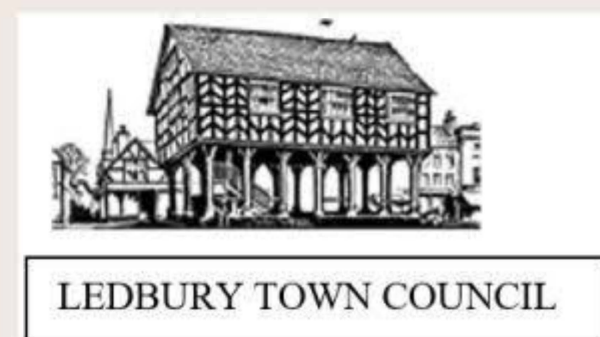
The Council invited quotes from potential contractors. Despite reaching out to three companies, only one local company responded with a quote. This quote is attached to this report for review and consideration.

The total quote for this event management company is £11,410. Possible budget lines include Cost Centre 107 Town Promotion (nominal code 4704) and General Reserves.

RECOMMENDATIONS

- 1. That Members of the Finance Policy and General Purposes committee consider hiring a local events company to manage the Christmas Market for this year's Light Switch on Event. Noting that this quote includes a full Event Management Plan, First Aid, Marshalling and sourcing local traders.**

2. **That Members of the Finance, Policy and General Purposes Committee consider increasing the Christmas Light Switch on Budget by £800, in order to hire Mr Wilson's Second Liners for entertainment at the Light Switch on Event.**



Christmas Light Switch On & Market

November 2024



Creating spectacular, bespoke events across the globe is what we do. No matter the size, location or budget, it's so important to us that we get it just right for you. With HQ in the West Midlands, the team is made up of an experienced team of event managers, producers, audio visual technicians and exhibition planners.



Our Ethos

Our ethos is the backbone to everything we do; working with the right people, those who we can grow with together and who mirror our culture, is vital to a successful outcome. The fact that most of our clients have been with us for over five years - and some nearer to 70 - is a testament to this.

Our team is a varied and diverse group from many different professional backgrounds. We all approach projects from different angles and this works well for creating a culture of innovation, creativity and a 'no idea is a bad idea' ethos.



Who we work with



YOUR PARTNERS FOR PROSPERITY



What our clients say about us

"The Events Team astounds me with their calm maturing in every situation. Nothing is too much trouble. Challenges are dealt with calmly and quickly. They are attentive and responsive. I have nothing but praise for them. Not only are they brilliant event managers they are a pleasure to work with; and are capable of communicating at all levels and enjoying some downtime with their customers (whilst still being professional!!). I would have no hesitation in recommending them for any event."

"I've worked with Events on a number of our events. Most recently they have stepped in as a member of the team and facilitated our events. Thrown in at the deep end very last minute they excelled. There was simply no issues at all and in fact we've used their expertise to improve our delivery and service to our advisers. They truly are a pleasure to work with. Nothing is too much trouble and the expertise they have gained over the years is hard to find under one roof."

Our Approach – How we do it

All of the events that we are asked to support are as individual as our clients therefore we like to work as an extension of your team, and we can tailor how we manage a project to suit your requirements. Many of our clients have been with us for over 5 years, and 50% of our client base has been working with us for over 10 years. Our 95% retention rate is testament to the way we work and the relationships we build with our clients. Our Approach to running an event is therefore flexible and can incorporate many areas however a project timeline would typically include:

- Planning the Timeline
- Assessment of venues, infrastructure, accessibility, travel requirements
- Site Inspections
- Re-negotiation of initial rates in accordance with relevant cost reduction strategies
- Pre-event briefings with all operations staff and suppliers
- Creation of website and event app for delegate engagement
- Creation of working documentation
- Management of all payments and deposits
- Full co-ordination and operation of programme events and functions
- All supplier liaison
- Speaker and compere sourcing
- Advancing all Event functions – to ensure correct set up, signage and flawless delivery
- Budgetary responsibility and on-site cost control
- Post event evaluation of suppliers, services and any cost reduction negotiations
- Final itemised billing, reconciliation and commission retrieval
- Delivery of ROI and KPI's




Our Approach - what we do

Project Management

On award of contract, our first step would be to arrange a face to face meeting with key stakeholders in order to ascertain the key objectives and milestones of the project. It would involve producing a detailed list covering all components and elements of the conference, with their key milestones agreed, and stakeholders identified. Once this meeting has happened a critical path or project plan, in the form of a Gantt chart would be produced and shared with all stakeholders. These are live working documents and will evolve with the project.

Supplier Liaison

We will liaise with the chosen venue and suppliers throughout the planning stages of the event, right through to the final reconciliation. We can provide you with central billing for the event to include venue costs and external supplier costs to ensure payment deadlines are met and you only have to deal with one payment schedule, unless you prefer to pay each supplier separately and directly.



Our Approach - sustainability

Carbon Neutral

We are proud to be a carbon neutral company, not only do we do all we can to reduce our impact, we offset any residual emissions and are audited annually by Carbon Neutral Britain (ISO 74064 and GHG Emissions Protocol Accounting Standards). We believe this pro-active approach not only reduces our emissions but also reverses our impact on climate change now.

Sustainable Events

As well as our own active approach to reducing our carbon footprint, we can help you reduce yours. We have process driven methods to reduce, recycle and re-use at all events as well as making sure all choices we make are sustainable. This can be coupled with the measuring of emissions, and the events footprint in general so that we can calculate the carbon and advise on the offsetting options from planting trees in British woodland to global projects across the globe.



The Brief

Event: Ledbury Christmas Market & Light Switch On

Date: 24th November 2024

Location: Ledbury High Street & St Katherine's Square

We have been asked to quote for assisting with the organisation of the Christmas Market ahead of the Christmas Lights switch on. We understand that this was a hugely successful and popular event in 2023 and you are looking to grow on that for 2024. You are looking to attract 50 Christmas gift stall holders for the High Street and create a food court in St Katherine's Square. Emphasis needs to be on local and sustainable suppliers for all aspects.



Market Stall Sales

The plan is to have 50 market stalls, all local suppliers and selling Christmas gifts, along the High Street. The road will be closed from 10am - 7pm enabling stall holders to set up and pack away, before and after the live event.

We will be responsible for the sign up of the market stall holders, as discussed we will use your list of previous suppliers initially and then will reach out to other prospects. The aim would be for us to have all spaces sold by mid-October.

We will use a mixture of telephone, email and social media marketing for the campaign. We will build a fully branded registration website that all potential suppliers will be directed to. The website will have all of the information about the day, it will enable the stall holder to select a preferred pitch, register all of their information, upload their insurance/ risk assessment documents, make payments and so on.



Market Stall Sales

We will work with you to create the pricing packages as discussed it may be sensible to provide added value items such as gazebos to the pitches with the lowest footfall.

Alljoining instructions, car parking passes and so on will also be sent from the platform. Hard copies of passes/ IDbadges can be printed inhouse too. The data is collected and secured safely and is easily collated to provide all of the live reports and operational documents that we need to deliver a safe and successful event.

As part of the pre-event planning, we will create an accurate CAD plan of the site, with the potential pitches clearly marked. This document will also be used throughout the operational planning and will be part of the main risk assessment. We will use a simplified version on the website to show the location of the pitches.



Market Stalls - Live Event

On the day of the event, we will provide traffic marshals and event staff who will oversee the safe set up and de-rig of the stalls. Once the road has been closed, the marshals will allow access to the pitches in a controlled manner, they will manage the flow through one entrance and exit point and allow a maximum number of vehicles in at any time. Once stalls have been set up, vehicles will need to be moved to the car park, where additional attendants will be on hand to support.

We will also have team members at St Katherine¹'s Square to manage the food quarter, where suppliers will need to bring their own power and water, and manage their own waste.

Once the market is set up the the marshals will be on hand to monitor traffic, crowds and flow of public. They will then over see the de-rig in much the same way as the set up.



Market Stalls - Live Event

As part of our delivery on the day our Event Director will oversee the safe setting up of each pitch and make sure that all health and safety requirements are met and any hazards are dealt with swiftly. They will continue to monitor this throughout the day.

Our event team will be on hand throughout to support the event and your team with any additional requirements that may be needed, and to deliver a safe, fun and successful event.

At the end of the event they will ensure all suppliers have removed their waste and recycling. We can provide additional bins for collection if required.



First Aid

We have provided a quote for using St John Ambulance event services, for this type of event they prefer to have an indoor space where they can set up, with tables and chairs.

However, we also use a private event medical service who will come with their own ambulance and set up a station. If you would prefer this level of service we can provide you with a quote.



Entertainment & Additional Services

We understand that you already have a great portfolio of entertainers and so on to enhance the event, however if you do require any additional ideas we have a rather large "black book" of suppliers who we would be happy to reach out to.

Gazebos - we do have branded gazebos that we can make available to anyone who requires one in addition to the 12 that you have already.



Our Approach - our fee

..... Events operate a transparent open book policy. We calculate the cost of running an event on an individual basis. Rather than looking at a percentage based profit, we utilize a formula which considers the amount of time spent working on the event both in the office and on-site. This is broken down further by the level of staffing both in terms of numbers and experience that are required.

Consequently, we cost our projects in terms of days. It is our responsibility to stay within these projected days. If we do not then the cost is not passed on unless the project has changed in terms of size, scale, logistics and so on. If we have overestimated the amount of time it will take to deliver an event we will of course credit the final account with any 'unused' days.

Our Approach – our fee

Service	Net Unit Cost	Units	Cost	VAT
Website Build & Market Stall Registrations				
Fully branded and bespoke website for registration of the market stall holders to include: - option to choose pitch; upload all relevant H&S and insurance documents; payments; car pass printing; joining instructions; email campaign; full reporting etc.	£1,445.00	1	£1,445.00	£289.00
CAD plan of the site, with stall locations etc.	£300.00	1	£300.00	£60.00
OS Data - if not already owned	£100.00	1	£100.00	£20.00
Event Management				
Full Event Management to include: unlimited site visits and meetings pre-event, all pre-event management including liaison with suppliers and stakeholders; market stall sales and registrations; collection and management of risk assessment; radios hire for marshalls & event staff; full briefing and operational pack. Onsite Event Staff to oversee set up/de-rig of the stalls and be on hand to ensure smooth event	£8,265.00	1	£8,265.00	£1,653.00
First Aiders - St John Ambulance Volunteers`	£110.00	2	£220.00	£44.00
Traffic Marshalls - to be on hand at either end of the road during set up / de-rig and in the middle to direct; for set up of vehicles in St Katherine's Square and also on car parking duty; - based on 8 hours	£180.00	6	£1,080.00	£216.00
Total			£11,410.00	£2,282.00

Our Services – Registration Website

Events believe that first impressions count, therefore the identity of the invitation and registration microsite is really important. It is often the first opportunity for the attendee to see the brand and theme of the forthcoming event, and for the messages to start being delivered. The site, whilst being branded correctly, needs to be informative without being difficult to navigate or use. This is particularly important when the audience is large and diverse.

Our registration websites are secured with an SSL certificate, they are also fully compliant with General Data Protection Regulations (GDPR) with data stored on servers in the EU/UK. After 6 months all data collected is deleted.

We are able to offer our sites in multiple languages and provide a telephone registration service for anyone unable to use or access the internet. We can also create sites for those who may require additional support for neuro-diversity, for instance large font, great spacing or different background colours.



Our Services – Registration Website

Your registration site offers a seamless, easy to use, intuitive and accessible method of registering and staying up to date with changes. The site will be a combination of key information and entry points. To engage with the website delegates can either receive a personalised e-vite inviting them to confirm their attendance or we can provide a unique link / QR code for you to use internally.

The site will all include all relevant information, including options for welcome videos from your key stakeholders and all of the pertinent generic details such as location, venue, agenda, workshop descriptions, speaker bios, exhibition floorplans and exhibitor details and so on.

Our registration portal allows delegates to advise dietary requirements; detail any adjustments they may need to help them attend the event, book accommodation & travel; book onto different sessions and answer any pre-event/ session questions that will help support the content for the day. Should any pre-work be required this can be downloaded and uploaded as necessary.

All sessions, accommodations and packages can be set to limited attendance if necessary and waitlists can be automatically set up and operated.



Our Services – Registration Website

To engage with the website delegates can either receive a personalised e-vite to join or we can provide a unique link / QR code for you to use internally. We can also create multiple registration pathways for speakers/presenters/ exhibitors, to gather any specific requests for requirements for their presentation, stands and so forth. This provides a truly personalised level of customisation and increases engagement. If we are sending out the e-vites we are able to create email marketing campaigns which we can segment and target accordingly so that you have the most positive results in terms of attendance and the delegates have a completely personal experience. Chasers to attend can be automated to all those who have not registered.

Once registered, delegates will receive an automated confirmation to thank them for completing their registration, and can include a link to be enable modification of their booking if required. They can then receive regular communications and final details from the system ahead of the event to confirm final joining instructions and any other information you wish to include.



Our Services – Registration Website

Using the registration site, we're able to produce all of the operational data needed for a successful event including attendee reports, rooming lists, special requirements and even table plans to reduce manual reporting and therefore saving time. Your stakeholders will have a unique log in to the system to see the data they need in real-time.

Post-event we can create a tailored survey to suit your needs and requirements that can provide a rich source of data that can be used to enhance and shape your next event. The survey can be accessed via the microsite, the event app or via email that can be sent directly to delegates as they depart which is always beneficial to get the best response.

The survey questions are fully customisable and a presentation report as well as the full raw data will be provided to you once the survey closes.

The capabilities of our system are immense, and we would of course be happy to demonstrate it to you.

Our Services – Delegate Registration On the Day

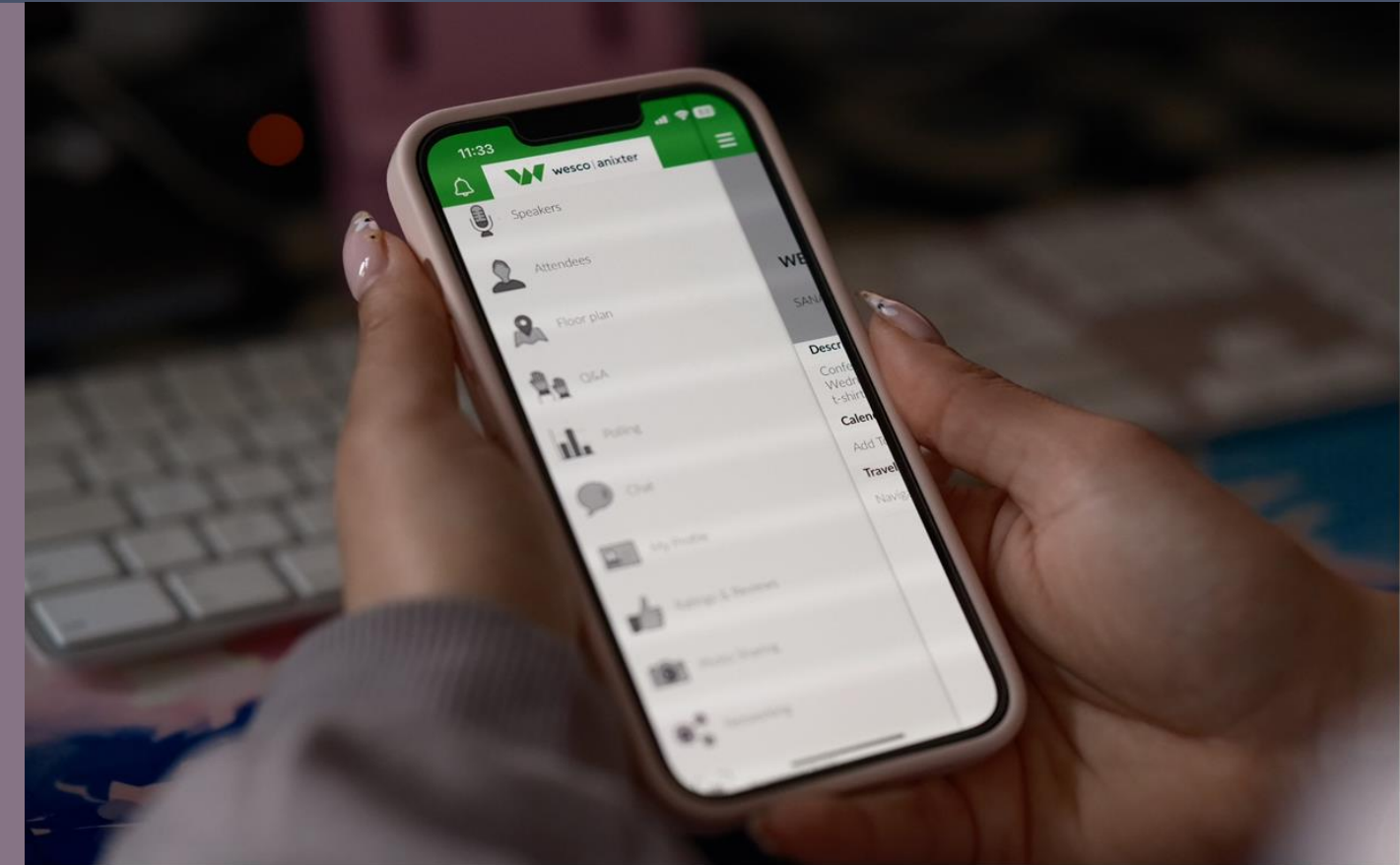
- Our smart onsite badging solution provides a seamless integration with the registration platform. Guests will arrive at the venue to be greeted by our team of friendly staff, invariably these will be the staff that have assisted them throughout the registration process
- Upon check in a sustainable badge is printed that is fully recyclable, these can include bar codes if you choose to utilize scanners for access to sessions or lead retrieval for exhibitors
- We will ensure that everything is in place for the event, so that you have nothing to worry about! We are also on hand to help delegates with anything they may need throughout the day.



Our Services – Event App

A bespoke event app is a great way to enhance the experience of your delegates, exhibitors and speakers as well an opportunity to increase engagement and provide a rich data stream. Key benefits:

- Personalised Experience
- Live Engagement encourages attendees to react
- Enhances delegate experience keeping them engaged
- Customised & bespoke to really promote your brand and objectives
- Environmental – reduce your carbon footprint & financial costs by removing the need for printed collateral
- Links to social channels for increased coverage and engagement
- Single rich data stream optimises the event and drives ROI
- Fully integrated with registration microsite
- Interact with the audience in real time
 - Gamification
 - Live Polling, Q&A
 - Surveys
 - Social





FULL COUNCIL	1 AUGUST 2023	AGENDA ITEM:
---------------------	----------------------	---------------------

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 30 May 2024 .

Detailed Information

Below is a list of meetings etc that the Clerk has attended since the 30 May 2024.

- 01.06.2024 – Catch up meeting with DTC
- 01.06.2024 – DTC Supervisory
- 01.06.2024 – Meeting with DTC to discuss agenda for Cemetery T & F meeting
- 02.06.2024 – Meeting with May and Adam Evans of Alzheimer's UK – one of Mayor's chosen charities for 2024/25
- 02.06.2024 – Committee structure meeting
- 02.06.2024 – Cemetery Task and Finish meeting– notes of meeting submitted to E & L Meeting for consideration – actions for officers agreed and agreed that this is a priority project for the E & L Committee
- 06.06.2024 – Visit to Hereford Archives to view Council documents held there
- 06.06.2024 – D Day 80th anniversary service at War Memorial
- 06.06.2024 – Full Council meeting
- 10-06.2024 – John Masefield Memorial Working Party Meeting
- 10.06.2024 – Pre Christmas lights meeting with DTC
- 11.06.2024 – Mayor's meeting – Herefordshire Council hosted by Herefordshire Chairman – main discussion was around London Bridge/Spring Tide Protocols – it is anticipated that there will be some changes to the current protocols, however we are still waiting on the final edition

- 11.06.2024 – Christmas Lights working party meeting
- 12.06.2024 – Mayor’s coffee morning
- **14.06-28.06.2024 – Annual Leave**
- 01.07.2024 – PET workshop to consider committee priorities – agreed that the following projects be endorsed as priorities of the committee subject to the Clerk ensuring that the office resources are available.
 1. Charter Market – to deliver on Markets Strategy and create a plan for improvements.
 2. Tourism Strategy – reports due back to PET’s Committee in due course.
 3. John Masefield Memorial Project – completion by June 2028.
 4. Asset Register (Bovis) – further information to be requested with potential need to be resourced and expertise brought in to prepare a management plan for this area.
 5. Heritage Buildings – start in 2025
- 02.07.2024 – Telephone conversation with Christina Vass re Ledbury in Bloom planters
- 103.07.2024 – Meeting with Cllr Morris re JMMWP
- 04.07.2024 – Resources Meeting
- 07.07.2024 – Supporting Ledbury Celebration
- **08.07.2024-12.07.2024 – Off with Covid**
- 10.07.2024 – attended online planning summit – advised that the new NPFF is expected to be delivered by the end of July, some good links provided during the presentation, waiting to receive the presentation documents to be able to provide an overview of the information provided to members
- 15.07.2024 – Ledbury in Bloom Judging Day – LTC provided refreshments for judges prior to walk around Ledbury and also provided lunch for Judges and Ledbury in Bloom volunteers
- 15.07.2024 - Proof of life
- 15.07.2024 – Civic Protocol and London Bridge/Spring Tide meeting with DL’s – following an error in the seating of the Lord Lieutenant’s Deputy at the recent D Day Service it was agreed that there would be a meeting to discuss protocols at civic events and that this would also be a good opportunity to hold the annual discussion around London Bridge and Spring Tide protocols – a mutual agreement on civic event protocols has now been developed and all staff will be provided with details of this so that if the Clerk and/or Mayor’s Secretary are

absent from a civic event they are aware of the protocols and seating arrangements for the Lord Lieutenant or his Deputies.

- 16.07.2024 – interviews for apprentice administrator
- 16.07.2024 – Meeting with Hoople in relation to staffing matters
- 17.07.2024 – Interviews for apprentice administrator – Shortlist of three to be interviewed a second time when DTC returns from sick absence
- 17.07.2024 – E & L Committee Meeting
- 18.07.2024 – EO Resources Committee Meeting
- 18.07.2024 - Planning Committee Meeting
- 22.07.2024 – Meeting with Deputy Mayor
- 22.07.2024 – Meeting with potential co-optee to council
- 25.07.2024 – Finance, Policy & General Purposes Committee
- 29.07.2024 – Visit to HMS Ledbury
- 30.07.2024 – Market Town Investment Plan

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.

On return from annual leave we were working on reduced staffing, the Deputy Clerk was on long-term sick and did not return until Monday, 22 July, and two other members of staff were on annual leave, this meant that there were just the two administrative staff and myself in the office the first week back. Following this contracted Covid and was off for a week, with other staff off with Covid the following week. Therefore, a number of tasks have had to be pushed back due to playing catch up and getting agendas ready for meetings etc.

Ongoing projects and workstreams

Service agreement between LTC and the Rogers Family – a meeting is booked for 7 August to discuss the agreement with the Rogers Family which will hopefully progress to the completion of the agreement

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.

- Second interviews are scheduled for Tuesday 30 July following which the successful candidate will be offered the position.

- The new admin role to support the Clerk has been advertised with a good response- the deadline for applications is Friday, 3 August following which interviews will be held and hopefully an offer made to a suitable candidate
- Week beginning 10 June we were joined by a work experience student from Hereford College – the feedback was that Jacon had enjoyed his time with us and it is hoped that we can offer more placements in the future.
- Cemetery Groundsman is back at work following long-term sickness – however he is currently on compassionate/annual leave due to a family bereavement in South Africa
- Staff interim appraisals are due in August/September

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

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

Participation in the Annual Carnival – Ledbury Town Council will have a stand at the Carnival, and it is hoped that some Councillors will be available to support staff on the day

Commissioning application to be completed in relation to SID placement in Parkway and SID and associated equipment to be purchased

A number of working parties need to be scheduled along with task and finish meetings

Continue to 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

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

Meeting scheduled with Community Hall Association to discuss the future of the association

Three Shires Rally VIP event to meet and discuss the event with local representatives – 11August 2024 at the Rugby Club – an invite will be sent to all councillors

Recommendation

That Members receive and note the above information.

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 18(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 6 June 2024.

Detailed Information

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

Date	Meeting / Update
Tuesday 4 June	Interview with Tour Guide Manager for new Tour Guide
	Task & Finish Group Meeting – Ledbury Cemetery
Wednesday 5 June	Meeting with Team Member
Thursday 6 June	Interview with Tour Guide Manager for new Tour Guide
	D-Day Service at War Memorial
	Full Council Meeting
Monday 10 June	ACAS “Behaviours at Work” Training Course
	Jacob, Work Experience – starts today for a week
Tuesday 11 June	Attended Cemetery, re Funeral
Wednesday 12 June	ACAS “Managing the Unmanageable” Training Course
Thursday 13 June	Meeting with Team Member
Saturday 15 June	Attended CiLCA Training Session in Hereford
Tuesday 18 June	Interview with Tour Guide Manager for new Tour Guide
Thursday 20 June	Interview with Tour Guide Manager for new Tour Guide
	Planning, Economy & Tourism Committee meeting
Monday 24 June	Armed Forces Day Flag Raising Event at War Memorial
Tuesday 25 June	Meeting with contractor, carrying out Legionella Testing
Wednesday 26 June	Signed off by Doctor (Shingles)

Thursday 27 June	Attended office to issue Resources Committee/Extraordinary Meeting papers to Councillors
Monday 22 July	Returned to Work (following sickness absence)
Wednesday 24 July	Meeting with team member to discuss a complaint that had been received
Thursday 25 July	Finance, Policy & General Purposes Committee 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.

During the week commencing Monday, 10 June 2024, Jacob attended LTC doing work experience. Jacob spent time with each team member to gain an understanding of everyone's role in the Council offices. We believe he enjoyed his time with us and I understand that there were two topics which he found of particular interest, namely attending the John Masefield Working Party meeting and learning where all the CCTV cameras were in Ledbury!

2 Council Offices

CCTV

Caroe & Partners submitted the Pre-App Advice application for the new CCTV system at the Council offices to Herefordshire Council on 14 June 2024. Herefordshire Council have acknowledged that due to an unexpectedly high volume of pre-application advice requests, there may be a delay in responding within the standard timeframe. As at 26 July 2024 no response has yet been received.

Internal Redecoration of Offices

Ian Bishop has been contacted with a view to him carrying out some internal redecoration of several rooms in the Council offices. Advice has already been sought from HC's Senior Building Conservation Officer who has confirmed that *"Like for like re-decoration is permissible where surfaces are already decorated and are not of specific historic value (historic wallpapers/decorative paint schemes etc), and there is adherence to the permeability of any surface coating which are permeable. No abrasive methods of removal are permissible, and these would require Listed Building Consent"*.

PIR Light Sensors

(HMS) Heating Maintenance Services Ltd are scheduled to attend the Council's offices within the next week to supply and install PIR sensors to bring lights on

automatically and to switch off lights automatically, in five rooms of the Council offices.

3 Cemetery

Temporary cover for Groundsman

I have been sourcing a contractor to carry out works at the Cemetery for a period of 6 weeks whilst the Groundsman is on leave following the sad loss of his Mother. Four contractors have been contacted: two are putting forward quotations, which will also include watering the hanging baskets, one contractor has already confirmed they are too busy and the other one has not responded.

Memorial Board for late Mayors and Councillors

The new Memorial Board for the Cemetery Chapel has now arrived. The Deputy Clerk is in the process of contacting contractors who can install the Board within the Chapel.

Geophysical Survey for Cemetery

Following the Task & Finish Group meeting for the Cemetery (held on 4 June 2024), I have made some initial enquiries with four specialist companies who undertake geophysical surveys. Two companies have come back requesting different information before submitting a formal quotation and I am assembling their information requests at present. Another company has already submitted a quotation for £9,085 + VAT.

Works to main drive of Cemetery

In advance of sharing a works specification, I have spoken to two contractors to gauge their interest in carrying out works to strip out the existing driveway surface material which has eroded significantly and replenish with GSB Type 1 sub-base and a top layer of sharp gravel to the driveway within the Cemetery, including the island at the entrance of the Cemetery. Both contractors have confirmed their interest.

4 Defibrillators in Telephone Kiosks

The Maintenance Operative has started some preliminary works at the telephone kiosks in Bridge Street and Langlands (although already adopted by The Community Heartbeat Trust) and whilst further work is required to finish them, Councillors are asked to note that Mr Christian Hill, a local electrician, has offered to install the defibrillators free of charge for Ledbury Town Council.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 18(iii)
---------------------	----------------------	-----------------------------

Report prepared by Olivia Trueman – Community Engagement Officer

COMMUNITY 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 CDO has attended since the 6 June 2024

Meetings

- **6.06.2024 –Events Working Party**
- **8.06.2024 Community Day-** Prepared the marketing material for Community Day as well as attend to the LTC stall, meeting community groups and helping the Mayor Host the Great Big Green Week Photography Contest judging.
- **9.06.24 Great Big Green Week Litter pick-** Organised as part of the Great Big Green Week
- **11.06.24 Meeting with Becky Shaw-** to discuss Ledbury Town Councils involvement in the Poetry Festival. This included window displays, newsletters, Marketing and social media, bunting and the erection of the flagpoles.
- **12.06.24 Mayors Sustainable Coffee Morning –** Supporting the Mayors Secretary/ Receptionist to organise the event, as well as networking and making connections with local businesses such as Jaga.
- **12.06.24 Ledbury Town Council Work Experience –** Spending time with the Councils Work Experience Student to go through the role of a CEO.
- **15.06.24 Willow Weaving Workshop –** Organised and attended the Willow weaving Workshop as part of the Great Big Green Week.
- **18.06.24 Town Council Window Display –** Designed and created the window display for the Poetry Festival 2024, with the help of the Receptionist.

- **18.06.24 Visiting Local Businesses** – Encouraging local businesses, in particular cafes and eateries, to encourage them to take part in Ledbury Celebration.
- **20.06.24 Meeting with Toni Cook at Rural Media** – To discuss how the council could support an event in October to showcase the findings of a survey that took place regarding the views of the youth in Ledbury. Rural Media have been invited to the Full Council Meeting to give a presentation
- **20.06.24 Zero Waste Ledbury** – A meeting consisting of Talk Community, the Community Hub and Sustainable Ledbury. A report has been produced for Full Council.
- **20.06.24 JM steering Group**
- **26.06.24 Ledbury Celebration Meeting** – To discuss progress on the Town Councils partnership with the Food Group
- **02.07.24 Produced Town Council Newsletter**
- **02.07.24 Meeting with the Clerk and Griff Holliday** – Handover for Ledbury Celebration due to annual leave
- **03.07.24 - 06.07.24 Annual Leave**
- **07.07.24 Ledbury Celebration** – Managed the market
- **08.07.24 - 10.07.24 – First Aid Training**
- **17.07.24 Ledbury Town Council Grants** – Working with John Masefield High School to find grant opportunities for their Book Trust Event.
- **18.07.24 Visiting Businesses** – Encouraging 12 businesses to sign up to the free family trail for Summer Holidays, on behalf of the BID. This will be on a rota, so all businesses have a chance to take part.
- **23.07.24 Heritage Open Days** – Meeting with organisations in Ledbury to discuss how the town can collaborate for Heritage Open Days. Ledbury Places, Civic Society, Masters House, Poetry Festiva etc.
- **24.07.24 Feedback Meeting** – With Griff Holliday and Ledbury Poetry regarding Ledbury Celebration.
- **25.07.24 Meeting with Amy Howard** – To discuss HODS and the Light Switch on event
- **30.07.24 Community Network Meeting**
- **01.08.24 Events Working Party**

- **01.08.24 Zero Waste Meeting via zoom**

Update on Ledbury Celebration

Members will recall that the Council agreed to collaborate with the Ledbury Food Group to organize and manage the Ledbury Celebration, particularly the market. The event was a great success, attracting numerous visitors and residents who enjoyed free music and entertainment, along with a variety of traders selling fresh produce.

Partnering with the Food Group proved highly beneficial for the Council. The CEO was able to establish valuable connections with traders and companies, which will be invaluable for organising future Town Council events. It was also helpful to see how events could be managed on the community square at St Katherine's.

It is hoped that with additional staff, the Town Council and Ledbury Food Group can continue collaborating on this event. The partnership has been highly rewarding, bringing significant benefits to the town and its local and independent traders.

Great Big Green Week

Along with the help of the Climate Change Working Party, the CEO organised/supported events over the Great Big Green Week. This year, the council were fortunate to work with more community groups and businesses including Ledbury Places and the Food Group, and local artists.

- **Community Day:** Showcasing local groups and organisations.
- **Litter Pick:** Community Litter pick with a coffee morning afterwards
- **Food Conversation:** Discussions with local producers on sustainable practices.
- **Sustainable Coffee Morning:** Raising over £60 for Ledbury Refugees and Alzheimer's Society.
- **Documentary Screening:** "Rivers," narrated by Willem Dafoe, sparking discussions on waterway impacts.
- **Willow Weaving Workshops:** Popular crafting sessions for children and adults, organised with artist Helen Munday.

Town Council Newsletter

A new summer edition of the newsletter has been designed and printed. The Town's Operative has distributed copies to businesses around Ledbury. The CEO is currently evaluating the cost of subscribing to Mailchimp, which could be a valuable tool for reaching more residents. A report on this will be presented at the next Finance Committee meeting in September.

Zero Waste Food Stall

The Community Engagement Officer was invited to a meeting organised by Talk Community and other interested groups in Ledbury to discuss how the town could

support a zero-waste food share initiative. Like many other towns in Herefordshire, it was agreed that Ledbury had an opportunity to establish a zero-waste food stall, which would also help alleviate the pressure on the Food Bank, which has seen an increase in dependents.

The CEO has submitted a report to the Council for consideration.

Grants

The CEO is working with John Masefield High School to identify suitable grants for the 'Book Buzz' initiative, aimed at providing a book for every student in Years 7 and 8. Two funding streams have been identified, and the CEO is working closely with the school's librarian to secure these funds.

Funding from the UKSPF Festivals and Events Grant for the Christmas Light Switch on Event has been secured, and the CEO will be working with the Tour Guide to apply for the UKSPF Cultural Development fund.

Premise Licence

The CEO and Deputy Clerk are in the progress of applying for an annual premise licence for the High Street and St Katherine's square in order to hold events in the future.

Heritage Open Days

The CEO met with representatives from Ledbury Places, the Civic Society and the Friends of the Master's House to discuss collaborative opportunities for the town. It was agreed that the CEO would produce a new brochure listing all the properties in Ledbury for Heritage Open Days, similar to last year's. Additionally, the CEO will collaborate with the organisers to establish an audio trail. QR codes will be placed outside each building, which, when scanned, will direct visitors to the Town Council website where they can listen to audio recordings detailing the history and significance of each location.

Recommendation

That the above report be received and noted.

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 5th June 2024 at the Methodist Church, Bye Street.**

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

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: JC welcomed everyone and noted absent members. SB had received a message from Merle Symonds, who had taken on the role of Social Media Manager at the last meeting, advising that due to health issues he would not be able to carry on with this role. SB replied that he would be welcomed back if he was able.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting held on 1 May 2024 having been previously circulated were taken as read, and approved as a true record.	
3.	TREASURER'S REPORT: JM reported bank balances of £15,533.57 current a/c, £20.81 deposit a/c, £29.60 petty cash, giving a total of £15,583.98p, which included a grant of £800 from Platform Housing. JC has £48.30 from Go Fund Me which he will transfer to JM for petty cash. Although Online Banking is implemented it is not working properly. JM to query this with the Bank.	JC/JM JM
4.	FUNDRAISING AND SPONSORSHIP: JM has already sent sponsorship logos to RH as, per Carnival statements, we acknowledge sponsors on website, Facebook, in the programme and on the day.	RH
5.	EVENT MANAGEMENT, HEALTH AND SAFETY: Health and Safety: All our policies – Health and Safety; Lost Child; Risk Assessment; Stewarding Guidelines - need to be reviewed as soon as possible and once agreed, put on the website. Shaun Roberts (Safetogo) will advise re the Lost Child Policy. Event Management: Herefordshire Council have confirmed that road closure notices can be displayed a few days before the usual 10 day notice. JC would organise this. Jill Jupp has also volunteered to do this. We also have agreement to put public notices and road closure plan on our website.	RH/SR JC RH
6.	MAIN EVENTS AND CHILDREN'S ENTERTAINMENT: SH reported that all main stage and children's entertainments are now booked and contracts sent out. Timings have just been altered but will be available for publication shortly. We discussed the Town Mayor opening the Carnival, but he is not available that weekend. Mike Fray, Town Crier, has agreed to attend at no charge, SH will liaise about his duties.	SH SH
7.	STALLS AND STREET ORGANISATION: JM reported that stalls are still being booked and she would produce a street plan.	JM
8.	PROCESSION, ROAD CLOSURE AND RELATED WORK:	

	<p>SB had produced an update which was previously circulated and taken as read. In addition, LADS, the Community Brass Band, and The Twinning Association were all joining the Procession.</p> <p>SB had a few questions noted on her update which were answered in this meeting:</p> <ul style="list-style-type: none"> a) Young person on the committee – done before without success but no objections to it. b) Confirmation of no. of Freemasons to act as stewards – JM to find out. c) Contact Town Crier – see 6) above. d) Photo contest suggested by a Roz Jenkins – did this 2 years ago but only had 4 entries so would not wish to repeat it. e) How many judges needed this year – 2 x 2 at rugby club, plus 1 at Co-op for mobility competition. SB to organise judges; JC to organise on the day. <p>SB asked where the rubbish bins were placed so she could pass the information to BBLP as they were distributing and clearing the bins this year. AN and HA said they were placed at random.</p>	<p>JM SH</p> <p>SB/JC</p>
9.	<p>RAFFLE AND SHOP WINDOW COMPETITION:</p> <p>Shop Window competition requests will go out after the end of the Poetry Festival.</p> <p>Raffle: One Stop have donated a Nintendo Switch/Games package as first prize. JM suggested we have a 2nd prize of family ticket to the new dinosaur park in Bromyard, which was agreed.</p> <p>It was decided to award prizes in reverse order this year.</p>	<p>JM</p> <p>JM</p>
10.	<p>PUBLICITY AND PROGRAMME:</p> <p>RH waiting to be told what adverts are being used. JM will try to drum up interest. RH needs final information by last week in July. Prices for adverts are full page £75, half page £50, quarter page £35. Adverts to go straight to RH, and he can provide any adverts formatted for Facebook.</p> <p>AN suggested a TikTok page to advertise – leave to next year as needs to be initiated a lot earlier.</p> <p>SB contacted Creative Pathways to advertise for another Social Media Manager. Creative Pathways will be running a Social Media course – we agreed to send AN for training, SB will find out course details.</p> <p>JC will do usual photos on the day.</p> <p>JM has been in touch with all entertainers for advertising photos and information.</p> <p>RH has produced badges for Community Day which he distributed.</p> <p>RH has also produced a background town map, which will go in the programme and which will show procession route, parking, park & ride, road closures, info stand, entertainment areas, toilets. Central area also to be zoomed in.</p> <p>RH circulated a poster which is the template for our advertising. RH can will produce any posters if information is passed to him.</p>	<p>RH/JM</p> <p>RH</p> <p>SB AN SB JC</p> <p>RH</p> <p>All</p>
11.	<p>CARNIVAL PRINCE/PRINCESS:</p> <p>JM reported that the competition took place, there were only 2 entries, both of whom became carnival princesses, no boys came forward to be prince.</p>	
12.	<p>COMMITTEE VACANCIES AND FUTURE-PROOFING:</p> <p>Still looking urgently now for replacement Chairman, Treasurer, Stall Organiser, Secretary or Entertainment Co-ordinator, Social Media Manager, and now we also need Prince/Princess Chaperone as we are advised AH may stand down.</p>	
13.	<p>ANY OTHER BUSINESS AND DATE OF NEXT MEETING:</p> <p>Carnival Equipment: SB advised that Ledbury Town Council would be happy to store any Carnival items in well-marked boxes and bags.</p> <p>Diversity Policy: JM has produced a Diversity Policy, together with an Action Plan for next year. RH will post the Policy with others on the website.</p>	<p>All</p>

	<p>DATE OF NEXT MEETING:</p> <p>Wednesday 5th June, Methodist Church, 7.15pm. Please try to arrive by 7pm so we can start earlier.</p> <p>Please make a note in your diaries these future meeting dates:</p> <p>July 3rd, July 17th, August 7th and August 21st.</p> <p>Post Carnival Wash-up meeting 28th August 7.15pm;</p> <p>Open Meeting 25th September 7.15pm;</p> <p>AGM 20th November 7.15pm.</p> <p>Meeting closed at 8.42pm.</p>	
--	--	--

MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 3rd JULY 2024 at the Methodist Church, Bye Street.

PRESENT: Johnny Chan (Chair) (JC), Janet Meredith (JM), Sue Hughes (SH), Sonia Bowen (SB), Robin Hiseman (RH), Anita Griškjāne (AG), Ashley Norman (AN), Harold Armitage (HA), Hayley Hoskins (HH), Jamie Hobby (JH),

APOLOGIES: Paul Bartlett (PB), Alesa Halford (AH),

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

1.	WELCOME AND APOLOGIES: JC welcomed everyone and noted absent members. SH reported that AH had apologised for not attending the meeting due to family reasons and her own health, and advised that she would be stepping down from her role as Coordinator for Carnival Prince/Princess. SB introduced Sue Chopping, who was attending as an observer to see whether she would like to take on the role of Carnival Secretary.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting held on 5 th June 2024 having been previously circulated were taken as read, and approved as a true record, after noting in item 10, the second line should read 'last week in June'. Also item 5 Health and Safety should be actioned by JC/SR.	JC/SR
3.	TREASURER'S REPORT: JM reported bank balances of £14,024.77 current a/c, £20.99 deposit a/c, £36.15 petty cash, giving a total of £14,081.91p, after having allowed for this year's insurance payment. There is still a problem with approval by second signatories for payments, but JM is working with the Bank to fix this.	JM
4.	FUNDRAISING AND SPONSORSHIP: Since the last meeting we have received £400 from Amcor, £100 from Sue Holland, and £500 from Connexus. This brings our total donations for the year to just over £16,500.	
5.	EVENT MANAGEMENT, HEALTH AND SAFETY: Health and Safety: All our policies – Health and Safety; Lost Child; Risk Assessment; Stewarding Guidelines - need to be reviewed as soon as possible and once signed, RH will upload to our website. Event Management: <ul style="list-style-type: none"> ▪ SB/SH had reviewed the Event Management Plan for this year. SH outlined the details she needed to finish it, as follows: ▪ JC advised he had the advance notice of Park and Ride signs and AN/JC will erect them at every roundabout in Ledbury on Saturday 24th Aug. ▪ Helping Hands signs to be erected 20th July. ▪ Jill Jupp offered to put out the advance road closure notices. ▪ Jill Jupp will collect, have checked, and deliver the Fire Extinguishers for the day. ▪ JC will erect No parking signs in the High Street on Saturday 24th Aug after 5pm. SH to ask JJ for a copy of last year's sign for updating. ▪ AN and SH will be in High Street to deter parking. ▪ JC will wash and supply the hi-viz tabards. ▪ SH to contact LTC for whereabouts of cones and barriers. 	RH SB/SH JC/AN ? JJ JJ JC SH AN/SH JC SH

	<ul style="list-style-type: none"> JM to advise stallholders to park in Bye Street car park. SH to retrieve from JJ a copy of last year's advance notice sign for car parks. JC to erect no parking signs in St Katherine's 6am on Carnival Day. Barriers across entrance to be manned 8am to 11am – need volunteers. AN/JC to get Information Stand and stage steps from Chris Hill workshop. SB to confirm with BBLP where they will deliver the waste bins. Discussion took place re clearing cars from the car parks which are now paid for remotely. SH to contact LTC to ask Ringo to put car park closure notices on their pay app. <p>Along with all committee members, it was noted that Kelly Wilband and Jill Jupp had offered to help steward on Carnival Day.</p>	JM SH JC ? AN/JC SB SH
6.	MAIN EVENTS AND CHILDREN'S ENTERTAINMENT: <ul style="list-style-type: none"> SH reported that after a meeting with DJ Chris he is providing two entertainment booths (family photos and prize grabber) instead of his usual children's DJ act. The meeting agreed to take his offer of providing headsets for free for stewards. Check insurance, range, and ask for delivery at least a week before to practice. JM to arrange for approx. 200 chairs for St Katherine's car park and around war memorial. AN offered to help put them out. Providing a gazebo with toys for small children was discussed but we think all LTC gazebos are spoken for. Kids Kitchen need a water supply which they can get from the tap at St Katherine's hall It was agreed Mike Fray, Town Crier, will lead the Procession from the Rugby Club, SH ask him to arrive by 11am to meet with JC. 	SH SH JM AN SH
7.	STALLS AND STREET ORGANISATION: JM reported there are a couple of stalls providing partly children's games which will need to be placed near St Katherine's, JM/SH to agree location. RH to supply JM with a map so she can mark the individual stall locations.	JM/SH RH/JM
8.	PROCESSION, ROAD CLOSURE AND RELATED WORK: SB reported she will ask Co-op Manager Scott to judge the mobility vehicle competition and relay results to JC at 11.20am. JM to ask Clive Hitchings, his wife and two others to judge at Rugby Club. If so, they will travel in HA car in the Procession. JC to have a casting vote in the event of a judging tie at the Rugby Club. SB has asked Rugby Club to circulate members to not park there on Carnival Day and to mark out the space for the Shire horses. SB liaising with SafeToGo to get the large brass band trailer into the Procession at the Top Cross, as it is too long to turn left at the Top Cross. JC/JH to remind all Procession entrants that water pistols, throwing of sweets, etc is prohibited.	SB JM/HA JC SB JC/JH
9.	RAFFLE AND SHOP WINDOW COMPETITION: Discussion took place on which order to draw the raffle on the day. It was decided to stay as last year unless JM receives contrary information from Hereford Council. JH reported that applications for the Shop Window competition are going out next week. SH will chaperone the judges around on Friday 23 rd Aug teatime and pass results to JC. Presentations will begin Saturday 24 th 10.00 am.	JM JH JC
10.	PUBLICITY AND PROGRAMME: RH circulated a draft programme. JC has emails from Horticultural Society which he will send to RH for direct liaison about their ad. JM to chase Red Kite. SH to amend Choir poster and submit to RH. Most of Programme production costs now covered.	RH/JC JM/SH

	<p>JM to send RH a list of donors/sponsors that need printing in the Programme.</p> <p>JM to apply for an exemption for UKSPF branding logo for this year as it has not been received and there is now no time left to get the notices produced.</p> <p>JC continues to send past carnival photos to RH for enhancement and printing.</p> <p>SH to send RH details of open meeting and AGM to include in Programme.</p> <p>Any information to go in Programme must be with RH by 23rd July latest.</p> <p>RH to circulate a final draft programme to everyone.</p> <p>RH will produce a general poster to advertise Carnival around town.</p> <p>RH will update website with any content sent to him.</p> <p>RH has set up email addresses for main committee members on the website to respond to any questions from the public. Others can be added.</p> <p>JH asked if committee telephone numbers will be printed in the programme this year. As not all committee want their contact number advertised it was decided to use Carnival Facebook page as a contact. The Information Stand should also be noted as a contact point. RH to include in Programme.</p> <p>SH to put carnival ads on Visit Herefordshire and Daffodil Line. AN suggested Hereford and Worcester Radio.</p>	<p>JM</p> <p>JM</p> <p>JC</p> <p>SH</p> <p>All</p> <p>RH</p> <p>RH</p> <p>All</p> <p>RH</p> <p>SH</p>
11.	<p>CARNIVAL PRINCE/PRINCESS:</p> <p>AH is definitely standing down after this year.</p>	
12.	<p>COMMITTEE VACANCIES AND FUTURE-PROOFING:</p> <p>Still looking urgently now for replacement Chairman, Treasurer, Stall Organiser, Secretary or Entertainment Co-ordinator, Social Media Manager, and Prince/Princess Co-ordinator.</p> <p>Beth Allcock, a graduate in Event Management, contacted JC re helping with social media. JC will get more details tomorrow.</p> <p>No details yet for the Creative Pathways social media course that AN will attend.</p> <p>JH has also said she will be stepping down from Procession organisation after this year. She has not decided yet whether to also stand down from the shop window competition.</p> <p>This all means we will have virtually no committee after the AGM in November unless we can find people to fill the vacancies.</p>	<p>SB</p> <p>ALL</p>
13.	<p>DATE OF NEXT MEETING:</p> <p>Wednesday 17th July, Methodist Church, 7.15pm. Please try to arrive by 7pm so we can start and finish earlier.</p> <p>Please make a note in your diaries these future meeting dates: August 7th and August 21st.</p> <p>Post Carnival Wash-up meeting To Be Arranged;</p> <p>Open Meeting 25th September 7.15pm;</p> <p>AGM 20th November 7.15pm, to be confirmed.</p> <p>Meeting closed at 9.05pm.</p>	<p>All</p>

MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION

HELD ON WEDNESDAY 17th JULY 2024 at the Methodist Church, Bye Street.

PRESENT: Johnny Chan (Chair) (JC), Janet Meredith (JM), Sue Hughes (SH), Robin Hiseman (RH), Anita Griškāne (AG), Ashley Norton (AN), Harold Armitage (HA), Hayley Hoskins (HH), Jamie Hobby (JH),

IN ATTENDANCE: Sue Chopping (SC), Beth Allcock (BA).

APOLOGIES: Sonia Bowen (SB), Paul Bartlett (PB), Alesa Halford (AH)

CARNIVAL THEME: CARNIVAL GOES GOLD

MONDAY 26TH AUGUST 2024.

1.	WELCOME AND APOLOGIES: JC welcomed everyone and noted absent members. Sue Chopping and Beth Allcock were attending as observers with a view to becoming committee members as Secretary and Event Manager respectively.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting held on 3 rd July 2024 having been previously circulated were taken as read, and approved as a true record.	
3.	TREASURER'S REPORT: JM reported bank balances of £14,394.77 current a/c, £20.99 deposit a/c, £36.15 petty cash, giving a total of £14,451.91p, which includes £300 received for Carnival Programme advertising. SH/JC had reported they have now been approved by the Bank as second signatories on our accounts, but have yet to receive cards and card readers. JM is working with the Bank to fix this.	JM
4.	FUNDRAISING AND SPONSORSHIP: Although drawing to a close for this year, JM still anticipates receiving £1,500 from Tesco and a UKSPF payment in September, together with any further monies from Programme advertising.	
5.	EVENT MANAGEMENT, HEALTH AND SAFETY: Health and Safety: All our policies – Health and Safety; Lost Child; Risk Assessment; Stewarding Guidelines - need to be reviewed as soon as possible and once signed, RH will upload to our website. Event Management: <ul style="list-style-type: none"> SH had updated the Event Management Plan and was awaiting approval from JC/JM. JM still waiting for confirmation of our PL insurance for the coming year. SH circulated the updated Carnival Timeline. JC asked who was collecting the key for power supply – Timeline says Sonia. 	JC RH JC/JM JM SB
6.	MAIN EVENTS AND CHILDREN'S ENTERTAINMENT: <ul style="list-style-type: none"> SH hasn't yet heard from DJ Chris regarding the use of his headsets for stewards – SH will chase. SC advised that she had arranged for the use of a water supply (for Kids Kitchen) from within the Almshouses gardens. It was agreed Mike Fray, Town Crier, will be at the Rugby Club at 11am, lead the procession, then circulate in the High Street, and announce the Raffle draw. HA asked about the location for his generator and when it is needed. SH to advise. 	SH SH SH

7.	STALLS AND STREET ORGANISATION: JM to mark the map supplied by RH with the locations of stalls.	JM
8.	PROCESSION, ROAD CLOSURE AND RELATED WORK: <ul style="list-style-type: none"> JC reported that SafeToGo had not yet contacted him regarding getting the extra long brass band float into the Procession. Park and Ride – SB has asked for confirmation from Jon Critoph about rules for taking smaller children on the bus. JM to find out so it can be put into Programme. Clive Hitchings has now agreed to judge the floats with his wife and two others. JC advised the Helping Hands advance notice signs would be placed this weekend, after he has repaired them. HA agreed to collect the Float judges from Leadon Bank and transport to the Rugby Club for 10am. JM has asked all float entrants to supply a steward/bucket collector for their float to walk kerbside. We will need stewards to man road side – SafeToGo and possibly 12 we can supply. 	JC/SB JM/SB JC HA
9.	RAFFLE AND SHOP WINDOW COMPETITION: In Hand.	
10.	PUBLICITY AND PROGRAMME: <ul style="list-style-type: none"> JC had received a long email from Michael Lever, carnival chairman 1975, which he will circulate so all can read it. RH suggested putting extracts of it on the website. RH circulated a draft Programme for final amendments before going to press. Various adjustments suggested and agreed. JC thanked RH for a job well done. The map in the Programme was annotated with further items to display. AN was now responsible for maintaining Facebook and Facebook Group, TikTok and Instagram pages. RH will arrange for 1,500 Programmes to be printed. HH has agreed to store them at One Stop so they are readily available. RH has also arranged for poster printing – 10 of A2, 50 of A4 and 150 of A5. To be distributed as widely as possible. HA has agreed to put posters on surrounding village noticeboards. No details yet for the Creative Pathways social media course that AN will attend. 	JC AN RH HH RH HA SB
11.	CARNIVAL PRINCE/PRINCESS: AH would like the Princesses to travel in a vintage car in the Procession. SH to contact U3A to see if anyone can help. RH has networking contacts.	SH/RH
12.	COMMITTEE VACANCIES AND FUTURE-PROOFING: Still looking urgently now for replacement Chairman, Treasurer, Stall Organiser, and Princess Co-ordinator. Sue Chopping has indicated she may take on the Secretary role from the AGM. Beth Allcock was happy to take on Event Management.	ALL
13.	DATE OF NEXT MEETING: Wednesday 7 th August in the Methodist Church, 7.15pm. Please try to arrive by 7pm so we can start and finish earlier. Future meeting date: August 21 st . Post Carnival Wash-up meeting Wednesday 4 th September, 7.15pm; Open Meeting Wednesday 25 th September 7.15pm; Please note change of date for AGM: now Wednesday 13th November 7.15pm. Meeting closed at 8.29pm.	All

From: Esrich, Paul <PEsrich@worcestershire.gov.uk>
Sent: 11 July 2024 11:21
Subject: Malvern Hills National Landscape - Annual Review 2023/24 et al

Dear Clerk to Parish/Town Councils within the Malvern Hills National Landscape,

I would be grateful if you would circulate this email to your parish or town councillors.
It covers 3 different subjects as follows.

1. Annual Review 2023-24

It is with pleasure that I provide a link to the annual review for the Malvern Hills National Landscape Partnership in 2023-24:

JN2425.042 Malvern Hills National Landscape Annual Report 2023-24 (malvern-hills-nl.org.uk)

I hope that the review provides a useful and accessible summary of some of last year's achievements and an indication of the sorts of activities we engage in. As ever we would be very happy to hear from your Council with examples of any work that you think we might be able to support or help you to deliver.

We would like to provide a very warm thank you to the following Parish and Town Councils that made a voluntary financial contribution to the work of the NL Partnership in 2023/24 and who, therefore, helped us to make a difference in the area last year:

- Colwall
- Cradley
- Ledbury
- Little Malvern and Welland,
- Malvern Wells,
- Wellington Heath and
- West Malvern.

The vast majority of funding for National Landscape Partnerships is provided by Central Government with match funding from Unitary, County and District authorities. In 2024/25 our budget is expected to be well over £1m which is double the budget for 2023/24. This represents a very significant amount of investment in the local area, because it is designated as a National Landscape (AONB). As welcome as this is there is always more that we would like to do. The contributions from Parish and Town Councils, however modest, enable us to go further in helping us to conserve and enhance the area's special qualities and peoples' enjoyment of them.

I respectfully ask your Parish/Town Council to consider making a voluntary contribution to the work of the National Landscape Partnership in the current financial year (2024/25). All contributions are gratefully received and provide a tangible indication of your support for what we, collectively, do.

2. National Landscape visit 2024

Each year we aim to arrange a visit for the Joint Advisory Committee of the National Landscape to a different part of this nationally important area, to discuss issues and challenges and to look at examples of work that have been carried out on the ground. This year the visit is to Hope End – a registered park near Wellington Heath – and is scheduled to take place on Friday 13th September. We would like to ask if a representative from your Parish/Town Council would care to attend this visit? Full details are yet to be confirmed but the visit is expected to take place between about 9.30am and 4pm and will involve walking for a couple of miles or so across sloping ground, transport from Malvern and lunch will be provided. At this stage I would be grateful if you would let me know - before the end of July if possible - if you have a representative who is interested in attending (and please also

provide me with their email address). **NB** At this time it is not certain that the visit will happen but having an indication of levels of interest from local Councils in the area will help us with the decision.

3. National Landscape Staff Team

Two members of staff (from a total of 5) have recently left the NL Team. We ask therefore that you bear with us with any requests at this time since service will not be as prompt as we might wish it to be.

Kind regards

Paul

Paul Esrich CMLI (he/him)
Manager, Malvern Hills National Landscape Partnership

Malvern Hills National Landscape Partnership
Manor House
Grange Road
Malvern
Worcestershire
WR14 3EY

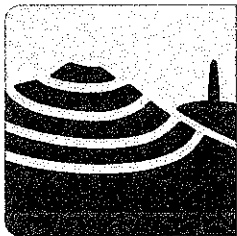
Tel: 01905 845057

email: pesrich@worcestershire.gov.uk

website: www.malvernhills-nl.org.uk

If you no longer wish to receive these emails please contact me.

If your email involves a request for information under legislation governing Freedom of Information, Environmental Information or Data Protection, please email deifoi@worcestershire.gov.uk



**Malvern Hills
National
Landscape**

The Malvern Hills National Landscape is an area of outstanding natural beauty.

The Malvern Hills National Landscape Partnership exists to support the conservation and enhancement of this nationally protected area.

The Malvern Hills National Landscape is one of a family of 34 National Landscapes in England.



Agenda Item
19 (iii)

LTC Clerk

From: WPF Engagement <WPFEngagement@worcestershires.gov.uk>
Sent: 27 June 2024 13:15
To: WPF Engagement
Subject: New Vacancy: Employer Representative on the Local Pensions Board

Good afternoon,

We are looking for an Employer representative to join our Local Government Pension Board

The Pension Board assist us in:

- Complying with LGPS regulations, other relevant legislations and any requirements imposed by The Pensions Regulator
- Ensuring effective and efficient scheme governance and administration

As an Employer Representative, you will have the chance to:

- Influence Decision-Making: Participate in discussions and decisions that shape the future of the pension scheme.
- Ensure Accountability: Help ensure that the pension scheme is managed effectively, efficiently, and in the best interests of its members.
- Develop Expertise: Gain in-depth knowledge of pension governance and contribute to the continuous improvement of our processes.

The ideal candidate will:

- be office holders or senior employees of employers of the Fund or have experience of representing scheme employers in a similar capacity
- show a commitment to representing the interests of employers fairly and effectively.

We believe that the participation of an experienced and committed employer representative is vital to the success and integrity of our pension scheme. This role not only offers a chance to make a significant impact but also provides valuable professional development opportunities.

If you are interested in this vacancy, please submit your details, including a brief summary of your qualifications and experience, to wpfengagement@worcestershires.gov.uk by 31/07/2024. We will review all applications and select the candidate who best meets our criteria.

Thank you for considering this opportunity to contribute to the governance of our local pension scheme. We look forward to your participation and to welcoming a new employer representative to our board.

Neeshal Patel
Communications and Training Lead
Tel: 01905 766372
Email: npatel@worcestershires.gov.uk

Have you logged onto our new Member Portal?

Click the link below to get registered:

[Pension Portal](#)

**Worcestershire
Pension Fund**



(mypensiondetails.co.uk)

County Hall, Spetchley Road, Worcester, WR5 2NP

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 20
---------------------	----------------------	------------------------

Report prepared by Olivia Trueman – Community Engagement Officer

LEDBURY'S ZERO FOOD WASTE INITIATIVE

Purpose of Report

The purpose of this report is to provide Members with an update on a recent meeting regarding a zero food waste initiative in the town, and how the Town Council could provide support.

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

The Community Engagement Officer attended a meeting organised by Talk Community and other interested groups in Ledbury to discuss how the town could support a zero waste food share initiative. Like many other towns in Herefordshire, it was agreed that Ledbury had an opportunity to establish a zero waste food stall, which would also help alleviate the pressure on the Food Bank, which has seen an increase in dependents.

The three key points were discussed:

Immediate Distribution of Food

During the meeting, the discussion focused on the immediate distribution of food. Volunteers will be responsible for collecting food that needs to be distributed the same

evening from supermarkets. This food will then be placed at a pre-agreed, fixed location. To facilitate this process, a WhatsApp Community group will be created. Members of this group will be notified when food is available and will be invited to collect what they need. A volunteer or a member of the Ledbury Town Council (LTC) will check the location each morning to compost or dispose of any leftover food.

This is similar to a project run by St Martin's Foodshare in Hereford.

Stored Food and Zero Waste Food Share Stall

The meeting also addressed the management of food that can be stored. Initially, this stored food will be shared among community volunteers and customers. The ultimate goal is to establish a Zero Waste Food Share stall in the town. This stall could be located under the Market House, as part of the Charter Market, where surplus food can be distributed to the wider community.

Prepared Meals

Another significant aspect discussed was the preparation of meals from surplus food. A portion of the surplus food will be prepared into meals, and a network of services will be created to distribute these meals to those in need. This element of the Zero Waste initiative will prioritise need-based distribution before offering meals freely to others.

Possible support from the Town Council

A designated location is essential for the immediate distribution of food. Two primary ideas were discussed:

- Decommissioned Telephone Box: Serving as a visible and informative point for food distribution. It could also host information on food waste reduction and referrals for additional assistance if needed.
- Box or Cabinet in the Recreation Ground Car Park: Similar to the zero waste food initiative in Hereford, this cabinet could be placed in the car park owned by the LTC. Every morning, a volunteer or the Town Operative would check the location to compost or dispose of any leftover food, ensuring the area remains clean and sanitary. The Town Council could work with Sheds Together at the Rugby Club to create a suitable container.

Free Stall at the Charter Market:

- The Council could provide a free stall under the Market House every Tuesday as part of the Charter Market. This stall would be used for distributing stored food with a longer shelf life. Since the food bank is not open on Tuesdays, this stall would not only help prevent food waste but also provide valuable assistance to those who rely on the food bank, ensuring they have access to food throughout the week.

RECOMMENDATIONS

- 1. That Ledbury Town Council agree to support the Zero Waste Food initiative and agree to:**
 - a) Use one of the three phone decommissioned phone boxes in the town as a distribution point**

or
 - b) Agree to designate the car park at the Recreation Ground as a distribution point. A cabinet or box will be placed in this location to keep the food contained and organised.**
 - c) Support a Zero Food Waste Stall under the Market House during the Charter Market on a Tuesday.**

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 21
---------------------	----------------------	------------------------

Report prepared by Angela Price – Town Clerk

REQUEST FROM SHROPSHIRE COUNCIL – INDIVIDUAL PLACEMENT SUPPORT

Purpose of Report

The purpose of this report is to make Members aware of a request from Shropshire Council Placement Support Team to meet with Ledbury Town Council to showcase what they do and discuss how Ledbury Town Council can help them support people in Ledbury.

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

The Clerk has received the following correspondence from Neil Warden, Individual Placement Support Specialist at Shropshire Council:

“I work for Enable in Shropshire Council. We support people into paid employment who've experienced mental health problems and or drug and alcohol addiction. Getting back into the world of work is challenging for these people due to gaps in employment history and the stigma attached to mental health and addiction. I know this only too well, because after 5 years of unemployment Enable supported me back into work!

Something as simple as a job really is transformative and I'd really appreciate your support. We have two members of the team based in Herefordshire helping the local community. Paid jobs can be anything from 1 hour up to full time hours and the jobs we look at are anything and everything.

Could we arrange a meeting with Ledbury Town Council to showcase what we do and discuss how you can not only help us but help people in your local community. We don't want handouts or donations we aren't a charity."

Recommendation

Members are requested to give consideration to the above request and if they would like Mr Warden to provide a presentation to the Resources Committee.

FULL COUNCIL	1 AUGUST 2024	AGENDA ITEM: 22
---------------------	----------------------	------------------------

Report prepared by Angela Price – Town Clerk

REQUEST FROM LEDBURY COMMUNITY HUB

Purpose of Report

The purpose of this report is to provide Members with details of a request for assistance with DBS checks on volunteers.

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

The following request has been received from the Ledbury Community Hub:

“As we have yet to receive our charity number we are unable to process DBS checks on volunteers. With a few projects coming up soon where volunteers will be working with people under the age of 18 on projects including parental support and youth mentoring, we are seeking assistance to conduct DBS checks on our volunteers. If we were to pay the fees involved, would the Town Council be willing to undertake the DBS checks on our behalf? If you have any further questions, please let me.”

Recommendation

That Members give consideration to the above request from Ledbury Community HUB.



Ledbury Town Council
Town Council Offices, Church Street,
Ledbury
HR8 1L

25th July 2024

Dear Angie Price, Clerk of Ledbury Town Council,

RE: Policing and Crime in Ledbury

As Police and Crime Commissioner for West Mercia, I am committed to hearing the voices of local communities and delivering change.

I know from listening to residents in Ledbury and from visiting the town myself that there are several issues impacting the community, like dug activity, anti-social behaviour, road safety concerns and courier fraud.

I want to continue that engagement and conversations with residents and Ledbury Town Councillors to ensure that I and West Mercia Police are doing all we can to address concerns.

With this in mind, I would welcome the opportunity to attend a future meeting of the town council to hear all councillors' views about policing, crime and the support on offer for victims.

I am committed to strengthening relationships and improving the intelligence picture locally whilst ensuring that I clearly understand councillors' priorities and can effectively support and challenge the Chief Constable on progress.

My office will contact you in the coming days to understand the council's availability.

Yours sincerely,

John Campion
Police and Crime Commissioner
West Mercia

