



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY  
HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

7 December 2023

Dear Councillor

Please find attached "To Follow" documents in relation to the extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 7 December 2023 at 7.30 pm in the Jacobean Room, Ledbury Town Council, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## **FILMING AND RECORDING OF COUNCIL MEETINGS**

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

## **FINANCE**

### **7. Recommendations from Other Committees (Pages 992-1014)**

Finance, Policy & General Purposes Committee – 6 December 2023

**Distribution: - Full agenda reports to all Councillors (13)  
Plus file copy  
Agenda reports excluding Confidential items to:  
Local Press (2)  
Library (1)  
Police (1)**

<b>EXTRAORDINARY MEETING OF FULL COUNCIL</b>	<b>7 DECEMBER 2023</b>	<b>AGENDA ITEM: 7</b>
--	------------------------	-----------------------

Report prepared by Angela Price – Town Clerk

## **RECOMMENDATIONS FORM OTHER COMMITTEES**

### **Extraordinary Meeting of the Finance, Policy & General Purposes Committee – 6 December 2023**

#### **Purpose of Report**

The purpose of this report is to provide Members with recommendations from the extraordinary meeting of the Finance, Policy & General Purposes Committee held on 6 December 2023.

#### **Detailed Information**

##### **1. Draft Budget 2024/25**

Copies of the amended draft budget for 2024/25 are attached for Members consideration and approval of the following recommendations:

#### **RECOMMENDATION:**

- 1. That the Environment & Leisure Committee be asked to review the CCTV contract between Hereford and Ledbury Town Council.**
- 2. That thanks be extended to administrative staff for their efforts with the Painted Room during periods when it is officially closed, whereby resources permitting they take visitors to view the Painted Room.**
- 3. That the Clerk made a formal representation to Herefordshire Council as to why such a large increase in fees, and also that a breakdown of costs be requested from Herefordshire Council in respect of the costs of the Wedding Licence.**
- 4. That the £7,000 in the new budget line in respect of Smart Water be removed.**
- 5. That the budget amount for Christmas Lights be reduced to £25,000, noting that the Council will be considering a new contract for the Christmas Lights in 2024/25 and that the Environment & Leisure Committee be asked to work with Christmas Light providers to provide Christmas Lights within this budget.**
- 6. That the Draft Budget 2024/25 be recommended to the extraordinary meeting of Council, scheduled for 7 December 2023**

for approval, noting that the Precept request for Ledbury Town Council in 2024/25 is £693,900 which is a percentage increase per Band D equivalent property of 6.56%, which equates to an increase of £11.81 per year (£0.98 per Band D equivalent property per month).

7. That once the 2024/25 budget has been agreed and approved the Clerk be instructed to issue a press release providing information on the percentage increase of the 2024/25 precept request, in particular the percentage increase relevant to the £16,000 for the provision of the Daffodil Line and why.

## 2. Annual Grant Applications

### RECOMMENDATION:

1. That a recommendation be submitted to the extraordinary meeting of Council that the following grants be awarded from the 2024/25 budget in respect of grant applications received:
  - i. Age UK Herefordshire & Worcestershire – To purchase indoor games for the Walk and Talk project - £210.48 – Local Government Act 1972 – S137 Financial Assistance
  - ii. Ledbury Places – Improvements to glass viewing area above the water watercourse in the Heritage Centre - £1,900 (50% of overall project costs) – Local Government Act 1974 - S144 Power to Encourage Tourism
  - iii. Age UK Hereford & Localities – To support pop-up sessions for the over 50's – £1,000 - Local Government Act 1972 – S137 Financial Assistance.
  - iv. Ledbury Food Group – Ledbury Celebration Day - £1,500 - Local Government Act 1974 - S144 Power to Encourage Tourism
  - v. Buses 4Us CIC – Supporting in operating the Daffodil Line £16,000 in 2024/25 and £8,000 in 2025/26 – Local Government and Rating Act 1997 S27 (Stand-alone grant – not to be taken from unspecified grants).

Total Unspecified grants - £4,610.48 (of which £1,210.40 is to be allocated to S137).

2. Busy Bees, Ledbury – To purchase a Discovery Water Run for the garden, to enhance learning opportunities - £399.99 – that the Clerk be instructed to write to Busy Bees to advise

that Ledbury Town Council's 2023/24 grants are overspent, but that the Council would be minded to support this application as a request for funding in 2024/25, which would be paid in April 2024 from the 2024/25 grants budget.

3. **Ledbury Primary School PTA – To help with costs for a Year 3 Curriculum School trip to the Cotswold Wildlife Park - £1,064 – that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.**
4. **Ledbury Primary School PTA – To help with costs for a Year 2 Curriculum School trip to Blist Hill - £1,247 - that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.**
5. **Ledbury Poetry – Crucial Creators – To provide Holiday Activity Fun - £5,000 – that this application be deferred to allow Ledbury Poetry to provide clarity on why this amount of money is requested, exactly what it would provide, and in what ways the money would be used to benefit the residents of the town and information on how this project overlaps with other holiday provision already in place within Ledbury, such as the project at the Rugby Club.**
6. **That the following grant applications be declined:**
  - i. **Ledbury 1<sup>st</sup> Rainbows – To provide rent of hall where they meet - £500 – on the grounds that it is a retrospective application and the Council's grants criteria not permitting the payment of retrospective grants.**
  - ii. **Red Earth Arts CIC – To provide a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship - £2,200 – but that it be suggested that Red Earth contact Herefordshire Talk Communities to establish whether there are any grant opportunities available to them through this.**

- iii. **Ledbury Carnival Association – Support for the annual carnival – £1,000 - That this application be declined on the grounds that the Carnival Association are currently in receipt of a three-year annual grant in the sum of £4,000 for 2024/25 and 25/26**
  - iv.
  
- 7. **That the Ledbury Places application for Provision of Heritage Centre Information Leaflet in the sum of £1,050 be referred to the Planning, Economy & Tourism for consideration as part of the Working Party looking at a strategy for Tourism in Ledbury for ways in which Ledbury Town Council, the Heritage Centre and other Tourist Groups in Ledbury can work together and pool funds with the aim of producing more cohesive advertising for the town.**
  
- 8. **That when awarding multi-year grants, recipients be asked to consider offering support to other town events such as Carnival and Community Day, by way of volunteers etc.**

### **Recommendation**

That Members give consideration to the above recommendations received from the extraordinary meeting of the Finance, Policy & General Purposes Committee, along with the additional papers attached.

Attached:

Draft proposed budget 2024/25  
Note in relation to meeting with Mr Colwell

<b>Operating Costs</b>					
<b>EXPENDITURE</b>					
<b>Item No.</b>	<b>Description</b>	<b>2023/24 Budget</b>	<b>2023/24 Projected Outturn</b>	<b>2024/25 Draft Budget</b>	<b>2025/26 Draft Budget</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1	Salaries	201,493	279,169	283,447	294,243
2	Employer NI	26,698	-	0	-
3	Employer Pension	50,978	-	0	-
4	Temporary staff	8,000	2,000	8,000	8,000
5	Subscriptions	5,000	5,000	5,000	5,000
6	Staff Training	3,000	3,486	4,000	4,000
7	Councillor Training	1,500	500	1,500	1,500
8	Officers Travel/Conference/Subsistence	1,100	1,500	1,500	1,500
9	Telephone & Broadband services	4,950	4,950	5,400	5,400
10	Postage and Franking machine lease	500	300	300	300
11	Stationery	3,500	3,500	3,800	3,800
12	Photocopier Running costs	2,500	2,500	2,500	2,500
13	Photocopier Lease	780	780	780	780
14	Office Equipment/furniture	2,000	3,520	2,500	2,500
15	Equipment Maintenance	1,650	1,650	1,650	1,650
16	Petty Cash	1,000	1,000	0	-
17	Bank Charges	500	500	500	500
18	Audit Fees (Internal)	2,000	2,000	2,500	2,500
19	Audit Fees (External)	3,000	1,680	3,000	3,000
20	Insurance	17,557	17,557	20,500	20,500
21	GDPR	500	100	500	500
22	PAT Testing	-	-	250	-
23	Website	1,500	1,500	3,000	3,000
24	ICT services & Software Lease	5,000	5,000	5,350	5,350
25	ICT - Including Computer Hardware	1,000	1,000	1,000	1,000
26	Health & Safety/PPE	500	500	500	500
27	Professional Fees	10,000	10,000	10,000	10,000
28	Card Machine Rental	600	600	600	600
29	Card Machine Transactions	-	78	0	-
30	Building Reserves	-	77	0	-
31	Annual & Other Meetings	1,000	600	1,000	1,000
<b>TOTAL EXPENDITURE</b>		<b>357,806</b>	<b>351,047</b>	<b>369,077</b>	<b>379,623</b>
<b>INCOME</b>					
1	Bank Interest	(1,000)	(5,867)	(6,000)	(6,000)
2	Western power Wayleave	(120)	(126)	(126)	(126)
3	Insurance Claim	0	(340)	0	0
4	Professional Fees refund	0	1,080	0	0
<b>TOTAL INCOME</b>		<b>(1,120)</b>	<b>(5,253)</b>	<b>(6,126)</b>	<b>(6,126)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>356,686</b>	<b>345,794</b>	<b>362,951</b>	<b>373,497</b>
<b>NOTES:</b>					
Line 1 - Salaries include employee NI and Pension					
Line 6 - increase due to ILM training for senior officers					
Line 14 - Overspend due to outcome of DSE checks					
Line 23 - Increase for website improvements					
Income line 3 Insurance claim in respect of Cemetery break-in					
Income Line 4 repayment of solicitors fees TC					

**Planning****EXPENDITURE**

<b>Item No.</b>	<b>Description</b>	<b>2023/24 Budget</b>	<b>2023/24 Projected Outturn</b>	<b>2024/25 Draft Budget</b>	<b>2025/26 Draft Budget</b>
				<b>£</b>	<b>£</b>
1	Traffic Management	2,000	2,000	2,000	2,000
2	Charter Market Improvements	2,000	2,000	2,000	2,000
3	Tourism/Town Plan Projects	5,000	-	5,000	5,000
4	Lengthsman Scheme/P3 Scheme	3,000	3,000	3,000	3,000
5	Charter Market Strategy	0	-	5,500	5,500
6	Neighbourhood Dev. Plan	0	-	1,000	200
7	Tourist Information Centre	1,000	1,000	1,000	1,000
<b>TOTAL EXPENDITURE</b>		<b>13,000</b>	<b>8,000</b>	<b>19,500</b>	<b>18,700</b>
<b>INCOME</b>					
1	Charter Market Fees	(5,500)	(5,500)	(5,500)	(5,500)
2	Tourist Information Centre	0	(158)	(100)	(100)
<b>TOTAL INCOME</b>		<b>(5,500)</b>	<b>(5,658)</b>	<b>(5,600)</b>	<b>(5,600)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>7,500</b>	<b>2,342</b>	<b>13,900</b>	<b>13,100</b>

**NOTES:**

Line 5 - new line for reinvestment of Charter Market Income

## Recreation Ground

### EXPENDITURE

<u>Item</u>		<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>No.</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
		£	£	£	£
			Outturn	Budget	Budget
1	Grounds maintenance contract	7,854	7,854	7,854	7,854
2	Grounds Maintenance	3,000	1,500	1,500	1,500
3	ROSPA reports	71	71	75	80
4	New Play Equipment	10,000	10,000	10,000	10,000
5	Play Equipment Maintenance	5,000	1,500	5,000	5,000
6	New Skate Park equipment	1,000	-	0	-
7	Skate Park Maintenance	3,000	1,000	1,500	1,500
8	Shelter Maintenance	1,000	-	1,000	1,000
9	Litter Bins	8,208	-	1,000	1,000
10	CCTV maintenance	1,000	1,000	0	-
11	Street Light Maintenance	500	500	500	500
<b>TOTAL EXPENDITURE</b>		<b>40,633</b>	<b>23,425</b>	<b>28,429</b>	<b>28,434</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>40,633</b>	<b>23,425</b>	<b>28,429</b>	<b>28,434</b>

**NOTES:**

Line 9 - Reduction in costs due to new employee now doing this task

Line 10 - Moved to Amenity Area budget



## Cemetery

### EXPENDITURE

Item No.	Description	2023/24	2023/24	2024/25	2025/26
		Budget	Projected Outturn	Draft Budget	Draft Budget
			£	£	£
1	Salaries	30,345	42,043	40,980	33,735
2	National Insurance	4,021	-	0	3,400
3	Pension	7,677	-	0	6,713
4	Temporary Staff	2000	8,000	2000	2,000
5	Cleaning	250	-	250	250
6	Rates	2,970	2,970	3,169	3,381
7	Water	200	21	100	200
8	Electricity	2,000	145	1,000	2,000
9	PPE/Health & Safety	500	500	500	500
10	Chapel & Mortuary Maintenance	1,100	1,679	2,100	1,500
11	Grounds Maintenance	2,200	2,200	2,200	2,200
12	Equipment Maintenance	1,100	1,703	2,000	1,100
13	New Equipment	1,100	1,100	1,100	1,100
14	Equipment Hire	750	100	500	500
15	Vehicle Maintenance	1,000	1,000	1,000	1,000
16	Vehicle Tax, Insurance & MOT	1,000	741	1,000	1,000
17	Skip Hire	1,650	1,650	1,760	1,880
18	Tree works	1,000	1,000	1,000	1,000
19	Fuel	1,000	1,000	1,000	1,000
20	Perimeter Repairs	2,000	-	2,000	2,000
21	Memorial Testing	1,000	1,000	1,000	1,000
22	CCTV Maintenance Contract	0	95	95	95
23	Memorial Board	0	-	1,000	100
24	New Scatter Garden	0	-	2,000	-
25	Cemetery Mapping	0	750	375	375
<b>TOTAL EXPENDITURE</b>		<b>64,863</b>	<b>67,697</b>	<b>66,129</b>	<b>68,029</b>

### INCOME

1	Internment fees	(11,000)	(11,000)	(11,000)	(11,000)
2	Exclusive Right of Burial	0	0	0	0
3	Memorial Fees	(2,500)	(1,500)	(2,500)	(2,500)
4	Mortuary Rent	(2,500)	(2,500)	(2,500)	(2,500)
5	Chapel Hire	(150)	(150)	(150)	(150)
6	Transfer of Exclusive Right of Burial	(360)	(1,146)	(360)	(360)
7	Memorial Bench	0	0	0	-
<b>TOTAL INCOME</b>		<b>(16,510)</b>	<b>(16,296)</b>	<b>(16,510)</b>	<b>(16,510)</b>

### NET EXPENDITURE/(INCOME)

		<b>48,353</b>	<b>51,401</b>	<b>49,619</b>	<b>51,519</b>
--	--	---------------	---------------	---------------	---------------

### NOTES:

Line 1 Salaries Include on-costs

Line 4 - overspend due to long term sickness absence

Line 10 Overspend due to works being carried out to refurbish Chapel Pews and carpet

Line 23 - New line as agreed at E & L

Line 25 - Project completed reduction due to only annual fee applying



**Closed Churchyard**

**EXPENDITURE**

<b>Item No.</b>	<b>Description</b>	<b>2023/24</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
		<b>Budget</b>	<b>Projected Outcome</b>	<b>Draft Budget</b>	<b>Draft Budget</b>
		<b>£</b>	<b>£</b>		
1	Property Maintenance	1,000	1,000	1,000	1,000
2	Refuse Collections	250	250	250	250
3	Tree Works	1,000	1,000	1000	1,000
4	Memorial Testing	-	-	1000	1,000
5	Grounds Maintenance (contract)	1,500	1,500	1,500	1,500
<b>EXPENDITURE</b>		<b>3,750</b>	<b>3,750</b>	<b>4,750</b>	<b>4,750</b>
<b>INCOME</b>		-	-	-	-
<b>TOTAL INCOME</b>		-	-	-	-
<b>NET EXPENDITURE/(INCOME)</b>		<b>3,750</b>	<b>3,750</b>	<b>4,750</b>	<b>4,750</b>

**NOTES:**

Line 4 Need to give consideration to funds for Memorial Inspection programme now identified that this is TC responsibility in Closed Church Yard

**Amenity Areas**

**EXPENDITURE**

		<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Item</u>	<u>Description</u>	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>No.</u>		<u>£</u>	<u>Outturn</u>	<u>£</u>	<u>£</u>
1	Salaries Town Cleaner	25,000	25,000	32,030	32,090
2	Street Cleaning Materials	500	0	500	500
3	Dog Hill Wood Management Plan	1000	1,000	1000	1,000
4	Dog Hill Wood Maintenance Contract	4040	4,040	4040	4,040
5	Dog Hill Wood Maintenance (add expenses)	500	500	500	500
6	Dog Hill Wood Coppicing	1000	-	1000	1,000
7	General Tree Works	1650	2,870	2000	2,000
8	General Park Maintenance	1000	1,000	1000	1,000
9	Devolved Services (Grass Cutting)	1000	1,000	1000	1,000
10	CCTV Hereford	9500	9,500	11,275	11,275
11	New equipment	200	0	200	200
12	Dog Bags	700	350	700	700
13	Defibrillator maintenance	350	350	350	350
14	Electricity (Comm Hall)	1000	1,000	1200	1,200
<b>TOTAL EXPENDITURE</b>		<b>47,440</b>	<b>46,610</b>	<b>56,795</b>	<b>56,855</b>
<b>INCOME</b>					
1	Dog Poop Bags	(1,000)	(500)	(500)	(500)
<b>TOTAL INCOME</b>		<b>(1,000)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>46,440</b>	<b>46,110</b>	<b>56,295</b>	<b>56,355</b>
<b>Notes:</b>					
Line 1 - Salaries Include Oncosts					

**Council properties - Market House**

**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Projected</u> <u>Outturn</u>	<u>Draft</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>
			£	£	£
1	Rates	1650	1,650	1760	1,880
2	Electricity	1500	1,500	1,600	1,710
3	Cleaning	100	-	100	100
4	Water	100	100	100	100
5	Maintenance	5000	32,778	5000	5,000
<b>TOTAL EXPENDITURE</b>		<b>8,350</b>	<b>36,028</b>	<b>8,560</b>	<b>8,790</b>
<b>INCOME</b>					
1	Market House Income	(1,100)	90	(1,100)	(1,100)
<b>TOTAL INCOME</b>		<b>(1,100)</b>	<b>90</b>	<b>(1,100)</b>	<b>(1,100)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>7,250</b>	<b>36,118</b>	<b>7,460</b>	<b>7,690</b>
<b>NOTES</b>					
Line 5 - £27,778 from listed building EMR to be used					

**Council Buildings - Painted Room****EXPENDITURE**

	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
	<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>Item No.</u>	<u>Description</u>	<u>Outturn</u>	<u>Budget</u>	<u>Budget</u>
			<u>£</u>	<u>£</u>
1	Salaries	8,500	8,500	8,500
2	Employer Nat Ins	-	-	-
3	Employer Pension	-	-	-
4	Advertising	800	500	800
5	Stock purchased	550	550	550
6	Music Licence	350	452	500
7	Card Machine Transaction	-	-	-
8	Card Machine Rental	600	600	600
<b>TOTAL EXPENDITURE</b>	<b>10,800</b>	<b>10,602</b>	<b>10,950</b>	<b>10,950</b>
<b>INCOME</b>				
1	Sales	(1,000)	(1,407)	(1,000)
2	Donations	(3,000)	(2,628)	(3,000)
<b>TOTAL INCOME</b>	<b>(4,000)</b>	<b>(4,035)</b>	<b>(4,000)</b>	<b>(4,000)</b>
<b>NET EXPENDITURE/INCOME</b>	<b>6,800</b>	<b>6,567</b>	<b>6,950</b>	<b>6,950</b>

**NOTES:**

Line 1 - Salaries include on-costs

**Jacobean Room****EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1	Licence Fee	500	1,500	-	-
2	Advertising	500	-	500	500
3	Wedding refunds	-	190	-	-
<b>TOTAL EXPENDITURE</b>		<b>1,000</b>	<b>1,690</b>	<b>500</b>	<b>500</b>

**INCOME**

1	Ceremony Room	(2,200)	(3,636)	(2,200)	(2,200)
<b>TOTAL INCOME</b>		<b>(2,200)</b>	<b>(3,636)</b>	<b>(2,200)</b>	<b>(2,200)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>(1,200)</b>	<b>(1,946)</b>	<b>(1,700)</b>	<b>(1,700)</b>

**NOTES:**

Line 1 - Due every three years

<b>Services - Community Grants</b>					
<b>EXPENDITURE</b>					
<b>Item #</b>	<b>Description</b>	<b>2023/24</b>	<b>2023/2024</b>	<b>2024/25</b>	<b>2025/2026</b>
		<b>Draft Budget</b>	<b>Projected Outturn</b>	<b>Draft Budget</b>	<b>Draft Budget</b>
			£	£	£
1	Barrett Browning Clock	0	500	500	500
2	Community Action Ledbury	10000	10,000	12,000	12,000
3	Youth Drop-in support	5000	-	0	-
4	Citizens Advice Worcs	5000	5,000	0	-
5	Malvern Hills AONB	500	500	0	-
6	Awards	250	192	250	250
7	Unspecified Grants (S137)	20000	21,290	20,000	20,000
8	Age UK Hereford localities	4000	4,000	4,000	4,000
9	Dream your future	1,500	1,500	1,500	1,500
10	Ledbury Food Bank	2,500	2,500	2,500	2,500
11	Ledbury Methodist Church	1,350	1,350	1,350	1,350
12	LEAF	0	-	10,440	10,440
13	Ledbury Carnival	0	-	3,500	4,500
14	Buses4Us	0	24,000	16,000	8,000
15	John Masefield Memorial Project	0	-	10,850	-
16	Promotional material	3000	-	3,000	3,000
17	Signage	3000	1,000	3,000	3,000
18	External Power Supply High Street	120	120	120	120
19	Events Barriers	100	100	100	100
20	Events	7500	7,500	8,000	8,500
21	Christmas Lights rental, instal, & Storage	23,000	31,930	25,000	25,000
22	Advertising	1000	1,000	1,000	1,000
23	Newsletter	500	-	500	500
24	Election Expenses	500	300	500	500
25	Ledbury in Bloom	4000	3,500	4000	4,000
26	Great Place to Visit (CGF)	0	9	0	-
27	Welcome Back Fund (CGF)	0	-	0	-
28	Climate Change	2000	200	2000	2,000
29	Station Telephone Kiosk	0	440	500	500
30	October Fair Expenditure	1000	901	500	500
<b>TOTAL EXPENDITURE</b>		<b>95,820</b>	<b>117,832</b>	<b>131,110</b>	<b>113,760</b>
<b>INCOME</b>					
1	October Fair Rent	(2,250)	(2,250)	(2,250)	(2,250)
2	Christmas Lights Event	(1,000)	(1,390)	(1,000)	(1,000)
3	Great Places to visit (CGF)	0	0	0	0
4	Welcome Back Fund (CGF)	0	0	0	0
5	Photocopies	0	34	0	0
<b>TOTAL INCOME</b>		<b>(3,250)</b>	<b>(3,606)</b>	<b>(3,250)</b>	<b>(3,250)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>92,570</b>	<b>114,226</b>	<b>127,860</b>	<b>110,510</b>
<b>NOTES:</b>					
Lines 3 and 8-13 multi year awards					
Line 7 - Overspend due to LEAF application being agreed after budget setting process					



<b>Civic</b>					
<b>EXPENDITURE</b>					
<u>Item</u>	<u>Description</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Projected</u> <u>Out turn</u>	<u>2024/25</u> <u>Draft</u> <u>Budget</u>	<u>2025/26</u> <u>Draft</u> <u>Budget</u>
<b>No.</b>			£	£	£
1	Civic Hospitality	1,100	1,056	1,100	1,100
2	Mayor's Hospitality	1,100	1,000	1,100	1,100
3	Civic Insignia and repairs	400	-	400	400
4	Mayor's/Deputy Mayor's Expenses	1000	1,000	1000	1,000
5	Poppy Wreath	20	50	20	20
6	Councillors Expenses	500	250	500	500
7	Mayor's Advertising	500	-	500	500
8	Roll of Honour	50	30	50	50
9	Flag Pole	132	132	132	132
10	Mayor's Portrait/Caricature	0	-	0	-
11	Town Crier Fees and Subscriptions	500	-	500	500
12	Town Crier Regalia	500	-	500	500
<b>TOTAL EXPENDITURE</b>		<b>5,802</b>	<b>3,518</b>	<b>5,802</b>	<b>5,802</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>5,802</b>	<b>3,518</b>	<b>5,802</b>	<b>5,802</b>
<b>NOTES:</b>					

**Council Properties**

**EXPENDITURE**

<u>Item</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<u>No.</u>			<u>Outturn</u>		
			<u>£</u>	<u>£</u>	<u>£</u>
1	Property Maintenance (Council Offices)	3,300	3,300	3,300	3,300
2	Property Maintenance (Painted Room)	1,100	1,100	1,100	1,100
3	Non Domestic Rates	6,820	7,277	7,277	7,765
4	Wheely Bin Collection	1,000	1,000	1,000	1,000
5	Housekeeping	500	500	500	500
6	Alarms	4,620	4,620	4,620	4,620
7	Quinquennial Works	2,000	-	2,000	2,000
8	War memorial Refurbishment	0	34,637	0	-
9	War memorial Cleaning	0	-	1,000	450
10	Cleaning	2,500	2,500	2,500	2,500
11	Window Cleaning	250	-	250	250
12	Water	550	590	590	630
13	Confidential waste - shredding	780	780	780	780
14	Electricity	6,000	10,000	10,000	10,000
<b>TOTAL EXPENDITURE</b>		<b>29,420</b>	<b>66,304</b>	<b>34,917</b>	<b>34,895</b>
<b>INCOME</b>					
1	War Memorial Refund	(3,333)	(1,667)	(3,333)	(3,333)
<b>TOTAL INCOME</b>		<b>(3,333)</b>	<b>(1,667)</b>	<b>(3,333)</b>	<b>(3,333)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>22,754</b>	<b>62,970</b>	<b>28,251</b>	<b>28,229</b>

**Special Projects (Not included as part of overall budget)**

<b>EXPENDITURE</b>					
<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u> <u>Transfer to/From</u> <u>Earmarked Reserves</u>	<u>2024/25</u>	<u>2025/26</u> <u>Draft</u>
			-		
			£	£	£
1	Phone Box Renovations & Fittings	1500	1,500	-	-
2	Smart Water	1000	1,000	-	-
3	CCTV Upgrade	5,000	2,550	-	-
4	Dog Hill wood tree felling works	5,000	2,500	-	-
<b>TOTAL EXPENDITURE</b>		<b>12,500</b>	<b>7,550</b>	-	-
<b>INCOME</b>		-	-	-	-
<b>TOTAL INCOME</b>		-	-	-	-
<b>NET EXPENDITURE/(INCOME)</b>		<b>12,500</b>	<b>7,550</b>	-	-
<b>NOTES:</b>					
<b>Line 1 - Move £1,500 to Earmarked Reserve</b>					
<b>Line 2 - Move £1,000 to Earmarked Reserve</b>					
<b>Line 3 -Move £2550 from earmarked reserves remaining £2,450 move to EMR</b>					
<b>Line 4 - £2,500 to be moved to CC 108 NC 4228</b>					

**Draft Budget 2023/24 Summary**

Expenditure		Projected	Draft	Draft
	Budget	out turn	Budget	Budget
	2023/24	2023/24	2024/25	2025/26
1.Operating Costs	357,806	351,047	369,077	349,623
2. Planning	13,000	8,000	19,500	18,700
3.Recreation Ground	40,633	23,425	28,429	28,434
4.Cemetery	64,863	67,697	66,129	67,929
5.Closed Churchyard	3,750	3,750	4,750	4,750
6.Amenity Areas	47,440	46,610	56,795	55,855
7.Market House	8,350	36,028	8,560	8,790
8.Painted Room	10,800	10,602	10,950	10,950
9.Jacobean Room	1,000	1,690	500	500
10.Services and community grants	95,820	117,832	131,110	113,760
11.Civic	5,802	3,518	5,802	5,802
12.Council Properties	29,420	66,304	34,917	34,895
<b>Total Expenditure</b>	<b>678,684</b>	<b>736,503</b>	<b>736,519</b>	<b>699,988</b>
<b>Income</b>				
1.Operating Costs	(1,120)	(5,253)	(6,126)	(6,126)
2. Planning	(5,500)	(6,158)	(5,600)	(5,600)
3.Recreation Ground	-	0	-	0
4.Cemetery	(16,510)	(16,296)	(16,510)	(16,510)
5.Closed Churchyard	0	0	0	0
6.Amenity Areas	(1,000)	(500)	(500)	(500)
7.Market House	(1,100)	(1,100)	(1,100)	(1,100)
8.Painted Room	(4,000)	(4,035)	(4,000)	(4,000)
9.Jacobean Room	(2,200)	(3,636)	(2,200)	(2,200)
10.Services & Community Grants	(3,250)	(3,606)	(3,250)	(3,250)
11.Civic	-	0	-	0
12.Council Properties	(3,333)	(3,333)	(3,333)	(3,333)
<b>Total Income</b>	<b>(38,013)</b>	<b>(43,917)</b>	<b>(42,619)</b>	<b>(42,619)</b>
<b>Precept</b>				
<b>Net Operating Deficit/(Profit) for the Year (Expenditure less Income)</b>	<b>640,671</b>	<b>692,586</b>	<b>693,900</b>	<b>657,369</b>

**Movement of Council Reserves to offset the Net Operating Deficit for the year 2023/24**

Listed Buildings Reserve	27,778
War Memorial	34,637
CCTV	2,550
General Reserve (Buses 4Us)	24,000
General Reserve (102/4001 Temp Staff)	6,000
General Reserves (115/4640 Christmas Lights)	8,930
<b>TOTAL</b>	<b>103,895</b>

Expenditure

2024/25	Anticipated expenditure	736,519	
2023/24	Total anticipated expenditure	<u>678,684</u>	
	Difference	<u>57,835</u>	Equates to a 8.52% increase

Income

2024/25	Anticipated Income	42,619	
2023/24	Total anticipated income	<u>38,013</u>	
	Difference	<u>4,606</u>	Equate to a 12.1% increase

2024/25	Draft proposed expenditure	736,519
	Draft anticipated Income	<u>42,619</u>
	Proposed draft Precept figure	<u>693,900</u>

2023/24	Precept Received	640671 ÷ 3556.29 Band D equivalent properties =	£180.17	
2024/25	Precept Required	693900 ÷ 3,614.40 Band D equivalent properties =	£191.98	
		increase	£11.81 increase of	6.56%
			(£0.98 per month increase)	

Earmarked Reserves - projected Balances for 31.03.2024 as at 05.12.2023

Cost centre	Account	Opening Balance	Net transfers 2023/24	Transfer to Expenditure	Closing Balance
320	Earmarked Reserves	113	0	0	113
321	Recreation Ground Equipment	10830	15000	0	25830
322	Traffic Management	9,000	0	0	9,000
323	Charter Market Improvements	1,000	0	0	1,000
324	Listed Building Reserves	110,000	10,000	(27,778)	92,222
325	Elections	10,000	0	0	10,000
326	Youth Services	5,000	0	0	5,000
327	Play/skate park	24,500	0	0	24,500
328	WarMemorial	15,000	25,000	(34,637)	5,363
329	Paths, Bins & Benches	2,500	0	0	2,500
330	CCTV	5,000	5,000	(2,550)	7450
331	Addvertising	5,000	0	0	5,000
332	Climate Change	2,000	0	0	2,000
333	Perimeter wall cemetery	15,000	0	0	15,000
	<b>TOTAL</b>	<b>214,943</b>	<b>55,000</b>	<b>-64,965</b>	<b>204,978.00</b>
	Net (from)/to Reserves 2023/24				

## **OUTCOME OF DISCUSSIONS WITH MR COLWELL IN RESPECT OF LEDBURY PRIMARY SCHOOL PTA GRANT APPLICATIONS**

It was agreed at the extraordinary meeting of the Finance, Policy & General Purposes Committee that the Clerk to advise that the Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.

The Clerk met with Mr Colwell on the morning of 7 December 2023 and advised that the Committee would be recommending the following action to Council:

- 1. Ledbury Primary School PTA – To help with costs for a Year 3 Curriculum School trip to the Cotswold Wildlife Park - £1,064 – that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.**
- 2. Ledbury Primary School PTA – To help with costs for a Year 2 Curriculum School trip to Blist Hill - £1,247 - that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.**

Further to this when the Clerk met with Mr Calwell she asked if could clarify what percentage of the cost of the trips they were asking for funding towards.

Mr Colwell advised that the school receives a pot of money from the LEA towards school trips, which goes towards all school trips and visits into the school from various organisations.

He estimated that the trips and events that this pot covers amount to about 22 per year for the whole school. However, it was discussed that the cost of these trips/events varies from around £400 - £1,500 depending on what it is and therefore it is difficult to say what percentage these two costs equate to.

Mr Colwell explained that the pot of money received from the LEA is not sufficient to cover the cost of all the events/trips and parents are therefore asked to contribute where possible to the cost of trips/events that the school would like to put on for the children. The purpose of the PTA is to raise money to help children from families who cannot afford to pay contributions, without these contributions the trips/events would have to be cancelled.

Mr Colwell advised that he has contacted a number of companies in and around Ledbury this year for support, and some of those companies have provided much

needed support. They have also worked with Tesco's with the token system for charities and are aware waiting to hear back from the Co-op on whether they will include them in their scheme.

Mr Colwell ended by saying that the PTA are not asking for money to put in a pot that will grow and not be used, they are asking for funding support that is needed now to support the welfare of the children.