LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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20 November 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting **of LEDBURY TOWN COUNCIL**, to be held on **Thursday, 26 November 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

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

FILMING AND RECORDING OF COUNCIL MEETING

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.

AGENDA

1. **To receive apologies for absence**

2. **To receive Declarations of Interests**

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

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

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

3. **To note the Nolan Principles**
https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2

4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010 (Page 7993)**

5. **To approve and sign as a correct record the minutes of a meeting of Council held on 5 November 2026 (Pages 7995 - 8004)**

6. **To receive and note the Action sheet (Pages 8005 - 8013)**

7. **To receive Chairman's Communications**

8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

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

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

On 12 August 2025, Herefordshire Council approved the allocation of £72,940 in Section 106 open space funding from planning application 194182 towards the proposed asphalt pump track at Martins Way Open Space (planning reference P262052/F). The permitted uses of this contribution, including whether it can meet any ongoing costs, should be confirmed against the signed Section 106 agreement.

Ledbury Town Council has previously submitted an Expression of Interest regarding a Community Asset Transfer (CAT) for the site, which carries direct implications for the town precept. Full Council would need to establish who would be responsible for inspections, maintenance, insurance and future resurfacing, and how those costs would be funded. Any costs assumed by the Town Council could affect future budgets and the town precept.

Motion

This Council resolves that:

1. Freeze on A Potential Asset Transfer Commitment: Ledbury Town Council will not enter into any binding agreement, lease, or Community Asset Transfer (CAT) for the Martins Way Open Space or the proposed pump track until full financial and legal due diligence has been completed and approved by Full Council.

2. 10-Year Whole-Life Costing Report: The Town Clerk is instructed to write to Herefordshire County Council to request they prepare a comprehensive 10-year revenue and capital replacement projection for the proposed facility prior to any further commitment. This report must include:
   - Confirmed build tender costs and any capital shortfall above the £72,940 Section 106 allocation.
   - Annual public liability insurance premium increases confirmed in writing by the Council's insurers.
   - Weekly visual inspection staffing hours and annual independent RoSPA safety inspection fees.
   - Ongoing grounds maintenance, drainage upkeep, litter clearance, and anti-social behaviour/vandalism contingency budgets.
   - An annual sinking fund contribution to cover specialist asphalt resurfacing and end-of-life decommissioning.
   - Written benchmark expenditure figures obtained from Malvern Town Council regarding their equivalent facility.

3. Precept Impact Statement: Any future report recommending acceptance of the asset must explicitly state the projected annual impact on Ledbury's Band D Council Tax precept in both pounds and percentage terms.

4. Audit of Consultation Evidence: The Town Clerk shall circulate the raw, unedited data from the 2024 "Ledbury Listening" survey and the July 2025 Martins Way consultation log, so Councillors can verify the level of evidenced public demand before committing public funds.

GOVERNANCE

10. **To receive any updates in respect of Code of Conduct Matters**

11. **To receive formal resignation from Councillor Eakin (Page 8015)**

12. **South Ward Election Update and Estimated Costs of The 2027 Elections**

(Pages 8017 - 8022)

FINANCE, POLICY & GENERAL PURPOSES

13. **To receive and note Budget Monitoring Report for month 7**

(Pages 8023 - 8037)

i. Receipts and Payments 1 – 31 October 2026
ii. Balance sheet and Trial Balance – Month 7
iii. Budget Monitoring Reports 1 April to 31 October 2026
iv. Masefield Matters financial reports

14. **To confirm verification of bank statements and reconciliations for October 2026 (Pages 8039 – 8049)**

15. **To approve Invoices for Payment (Pages 8051 - 8055)**

16. **Broadband/Lease Line Renewal (Pages 8057 - 8065)**

17. **To receive and respond to Interim Internal Audit Report in respect of 2026/27 financial year (Pages 8067 - 8078)**

18. **Annual Grants (Pages 8079 - 8134)**

i. To receive and note the minutes of a meeting of the Grants Working Party held on 12 November 2026

ii. To approve amended Grants Policy and Application form

iii. To give consideration to grant applications for 2027/28

19. **To consider request from Kiln Church in respect of Maintenance of Town Clock (Pages 8135 - 8137)**

20. **Notification of CCTV Revenue Funding 2027/28 (Pages 8139 - 8150)**

PLANNING, ECONOMY & TOURISM

21. **PLANNING CONSULTATIONS (Pages 8151 - 8158)**

i. To consider Planning Consultations

ii. To receive update on Planning application 262547

iv. To receive and note update on Planning Decisions

22. **Representation at Herefordshire Council Planning Committee (Standing Item)**

23. **Major Planning Applications Working Party (Pages 8159 - 8167)**

i. To receive and note the minutes of the Major Planning Applications working Party held on 13 November 2026

ii. To approve draft response to planning application no. 262052 – Pump Track at Martins Way,, Ledbury

24. **Notification of S106 payment in respect of Development of land north of the Viaduct, adjoining Orchard Business Park, Ledbury, Herefordshire (Page 8169)**

25. **Quotations for updating the maps within the town's notice boards – further information from full council 6 august 2026 (Pages 8171 - 8173)**

26. **To give consideration to Herefordshire Council Local Plan – Further Call for Sites (Pages 8175 - 8177)**

27. **Access to Footpath LR7 from the Hopfields (Pages 8179 - 8182)**

28. **Request for granting of premises licence at Savers, 8 The Homend, Ledbury, Herefordshire, HR8 1BT (Page 8183)**

ENVIRONMENT AND LEISURE

29. **Annual Inspection Reports for Recreation Ground (Pages 8185 - 8222)**

30. **New Grounds Maintenance Contract Proposals (To follow)**

RESOURCES

31. **To receive and note the minutes of a Resources meeting held on 5 November and an extraordinary meeting held on 13 November 2026 (Pages 8223 - 8228)**

GENERAL

32. **To give consideration to request for City & Town councils to consider contribution to a pooled County level Budget in respect of Herefordshire's Youth Strategy 2026/27 (Pages 8230 - 8234)**

33. **Outside Bodies**

i. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 11 November 2026 (Pages 8235 - 8237)

34. **Masefield Matters (Pages 8239 - 8259)**

i. To receive and note minutes of a meeting held on 10 November 2026
ii. Updated Gannt Chart
iii. Progress Report
iv. Resignation of Councillor Morris as Council representative

35. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for 17 December 2026 at 7.00 pm

36. **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

37. **Request for approval to appoint designer (Pages 8260 - 8288)**

38. **To consider quotes in respect of three-year Insurance Renewal (To Follow - subject to receipt)**

Distribution: Full agenda and reports to all Councillors (10)

FULL COUNCIL	**26 NOVEMBER 2026**	**AGENDA ITEM: 4**

SECTION 149 OF THE EQUALITY ACT 2010

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

Equality Duty

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

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

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

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

MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 05 NOVEMBER 2026

PRESENT: Councillors: Bradford, Chowns, Hamblin (Vice-Chair), Harvey (Chair), Hill, Hughes, Morris and Wilkinson

ALSO PRESENT:
Angela Price – Clerk
Julia Lawrence – Operations Manager
Trudie McGinnis – Minute Taker

C1606. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin and Troy

C1607. DECLARATIONS OF INTEREST

None received.

C1608. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:
That the Nolan Principles be received and noted.

C1609. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

Noted

C1610. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 15 OCTOBER 2026

RESOLVED:
That the minutes of a meeting of Council held on 15 October 2026 be approved and signed as a correct record.

C1611. TO RECEIVE AND NOTE THE ACTION SHEET

It was noted that the actions identified in the minute numbers C1596, C1597, C1599 and C1605 had not been included in the action sheet:

The Clerk provided Members with an update regarding the Charter Market Traffic Regulation Order (TRO) (Minute no. C11597 refers). She advised that she had met with Herefordshire Council Officers to discuss the removal of the TRO in High Street that is in place on market days. The officer had advised that it would potentially take 18 months to two years to have the TRO removed. However, he offered an interim fix; the proposal was that on market days Ledbury Town Council barrier off the

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two spaces adjacent to the Market House for use by traders selling from vehicles, thus making the remaining spaces available for parking on market days. He advised that there was requirement to cover the TRO signs and that he would ensure the Enforcement Officers were informed of the arrangement.

She advised that this would commence on Tuesday 10 November. Letters to be sent out to traders to inform them of this.

RESOLVED:

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

2. **That the four missing actions be added to the action sheet.**

3. **That the Clerk write to Charter Market Traders to inform them of the pending changes to the Traffic Regulation Order and the interim measures.**

4. **That the Clerk draft a note to clarify the position of the TRO for Councillors.**

C1612. TO RECEIVE CHAIRMAN'S COMMUNICATIONS

The Chairman, Councillor Harvey reminded Councillors of the Remembrance Service on Sunday, 8 November and Armistice Day Service on Wednesday, 11 November. She encouraged all councillors to attend and to read the briefing notes and diagrams provided. She advised that the Commanding Officer and 17 crew members from HMS Ledbury would be joining the Remembrance Parade. She also confirmed that she would present a wreath at Ledbury Train Station on Wednesday, 11 November, for the Poppies to Paddington train, bearing the names of Ledbury soldiers who fell at the Battle of the Somme.

RESOLVED:
That the Chairmans update be received and noted.

C1613. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

A member of the public raised the following questions:

1. The Operations Manager was asked whether the police had provided an update on the number of people caught by the speeding camera in the South End as per the discussion at the previous meeting of Council. The Operations Manager advised that she had contacted the police to request this information but had not yet received a response.

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2. The member of the public advised that he had sent an email to Councillor Harvey and the Clerk regarding pedestrian safety on Bromyard Road and asked for an update.

The Chairman advised that she had passed the email on to the Public Realm and Highways officers to assess whether the matter could be dealt with under the Public Realm Contract in terms of maintain the footpath and pushing back the encroaching verge. If it is a more substantial task it will need to be considered for inclusion in the work programme for an upgrade, or whether it is something the Town council would consider funds being used from the Market Towns Improvement funds. The Chairman confirmed that she would provide a response within her Ward Councillor report once received.

RESOLVED:
The Operations Manager will follow up with the police.

C1614. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1615. TO RECEIVE AND NOTE BUDGET MONITORING REPORT FOR MONTH 6

It was noted that the recommendation the percentage stated within the Finance Overview Report for the budget was incorrect for month 6, and therefore the recommendation would need to be amended to reflect this.

Members recognised that budget figures were not available for cost centre 109, due to the way the Council's finance system manages multi-year projects such as this. However, the expenditure associated with the project for the current financial year was now visible. It was agreed that the income and expenditure totals should be compared, with the detailed reports elsewhere on the agenda providing further information on the projected underspend. Members agreed to defer further discussion of Masefield Matters until the relevant detailed reports were considered later in the meeting.

401/4484 - Lease Line - It was clarified that the cost to install the lease line and contract costs for one year were paid upfront, with an agreement that funds would be included in future budgets to repay the costs to the general reserve. The funds allocated to this budget line would automatically fall into the general reserve at year end.

It was agreed that items 10(iv) and 24 should be taken together.

Members noted the progress made on the Masefield Matters Project and welcomed the updated report, particularly the inclusion of the

Gantt chart and the additional detail provided. Members acknowledged that, while the report represented a positive step forward, further clarification and refinement were required in some areas, particularly regarding the financial information. It was noted that further work was needed to reconcile the project expenditure, salary costs, Council contributions and remaining forecasts. The Clerk agreed to work with the Project Coordinator and Accounts Clerk to address the outstanding matters and provide a reconciled financial update for the December Council meeting.

Councillor Morris expressed his thanks for the reports in respect of the Masefield Matters project. Further clarification was required in respect of some of the points raise a number of points lacked clarity and would benefit from greater detail and precision. He had annotated his copy of the report and offered to discuss his comments separately. He requested that the additional clarification be provided in writing to the Clerk, Mrs. Price for the Council's consideration.

It was noted that the Masefield Matters reports provided significant progress, but recognised that there was still a considerable amount of work required before this work was finalised.

RESOLVED

1. That the Receipts and Payments for 1 to 30 September 2026 be received and noted.

1. That the Balance Sheet and Trial Balance for Month 6 be received and noted.

3. That the budget monitoring reports be received and noted, noting the budget is below the expected percentage of 50% at the end of month 6 of the 2026/27 financial year.

4. That the Clerk be instructed to provide a covering report to accompany the Budget Monitoring Report on future agendas.

5. That it be noted that the overspend in 108/4204 is due to a mis-posting and that a journal from this budget line to budget line 108/4202 will be undertaken.

6. That the wording in respect of 127/1471 and 4271 be amended to either read 'Dog Bags or Dog Poop Bags'

v. That the Clerk investigate why budget line 220/4550 (Bank Charges) was so high and report back to council accordingly.

vi. That a list of subscriptions be provided with the agenda pack at the next meeting of Council.

7. **That Councillor Morris provide the points raised in writing to the Clerk.**

8. **That the recorded expenditure of £161,478.39 and further forecast costs of £79,369.77, together with the provisional forecast balance of £10,121.84 and the qualifications set out in this report be noted.**

9. **That the salary shortfall reported under item 24 and the need for officers to reconcile the Council contribution, payroll adjustments and overall forecast be noted, with a report to be provided to Members at a future meeting of Council.**

10. **That the outstanding investigations be noted, and that it be noted that the Clerk will work with the Project Manager and Accounts Clerk to provide a reconciled financial update, including all remaining commitments and delivery costs to a meeting of council on 4 December 2026.**

11. **That any proposals for budget reallocations, contingency use or further Council funding be brought forward for the necessary approvals following discussions with the NLHF Relationship Manager.**

12. **That the summary of the response received from Councillor Morris in respect of comments made at a meeting of Council held on 6 August 2026 be received and noted.**

13. **That a meeting of Councillors be arranged in advance of the 4 December Council meeting to consider any outstanding financial issues.**

14. **That the financial reporting schedule be received and noted.**

C1616. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER 2026

RESOLVED:

1. **That it be noted that the Bank Statements and Reconciliations for September be received and noted.**

2. **That an item be included in the agenda for the meeting of council scheduled for 26 November 2026 in respect of electing a new Chair of the Finance, Policy & General Purposes Committee.**

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C1617. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

1. **That the invoices for payment in the sum of £4,105.21 plus VAT be approved.**

2. **That a virement of £500 be approved from each of the two budget lines (108/4002 and 230/4020.**

3. **That the information in respect of month 7 salaries be received and noted.**

C1618. BROADBAND/LEASE LINE RENEWAL

RESOLVED:
That consideration of the broadband lease line renewal be deferred to the next meeting, pending further information on the contractual terms, relocation and early termination options, together with background information on the original decision.

C1619. TO RECEIVE ANY UPDATES IN RESPECT OF CODE OF CONDUCT MATTERS

None received.

C1620. TO CONSIDER PLANNING CONSULTATIONS

1. **Application number: 262547-** Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17 19 The Homend Ledbury, Herefordshire HR8 1BN**

   RESOLVED:
   Deferred to meeting of 26 November 2026, pending response from Planning Officers.

2. **Application number: 262792 -** Siting of an 8-birth timber lodge for occupation by pack house workers to replace the existing workers accommodation on site. - **Wye Fruit Ledbury Herefordshire HR8 1LG**

   RESOLVED:
   No objection

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3. **Application number: 262795 -** Stationing of 36x12ft static caravan to be housed within the site. - Land at **The Old Paddocks Bromyard Road Ledbury Herefordshire HR8 1LG**

RESOLVED:
Objection on the grounds as previously submitted, in support of comments made by Wellington Heath Parish Council.

4. **Application number: 262883 -** Existing damaged stone plinth and replaced with proposed buff brickwork to match - **Sear House Bye Street Ledbury Herefordshire HR8 2AA**

RESOLVED:
No objection

5. **Application number: 263049 -** Reinstatement of planning and LBC (applications 194103 and 194114) for an extension from the existing service staircase enclosure to enable installation of new lift - **Netherhall Ledbury Herefordshire HR8 1DJ**

RESOLVED:
No objection

6. **Application number: 263050 -** Reinstatement of planning and LBC (applications 194103 and 194114) for an extension from the existing service staircase enclosure to enable installation of new lift - **Netherhall Ledbury Herefordshire HR8 1DJ – LISTED BUILDING CONSENT**

RESOLVED:
No objection

7. **Application number: 263078 -** Variation of condition 4 & 5 of planning permission 261077 (Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii))) - to allow small-scale, pre-booked educational workshops and teaching activities ancillary to the approved light industrial workshop use (Use Class E(g)(iii)). – Orchard Cottage,, Ledbury, Herefordshire, HR8 1LG

RESOLVED:
No objection

C1621. TO RECEIVE AND NOTE UPDATE ON PLANNING DECISIONS

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

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C1622. TO RECEIVE AND NOTE NOTIFICATION OF APPEAL DECISION - APPEAL REF: 6007745 LAND AT LEDBURY ROAD, WELLINGTON HEATH, LEDBURY HR8 1NB

Members expressed disappointment in respect of the outcome of a planning appeal relating to a development of five houses at Wellington Heath. Specific concerns highlighted were that it did not appear to take account of the Wellington Heath Neighbourhood Plan, recognised as going against Herefordshire Council Planning Policy Framework (NPPF), harm to the Area of Outstanding Natural Beauty (AONB). Despite all of this because Herefordshire does not have a five-year housing supply the inspector has approved the development.

RESOLVED:
That the Clerk provide a response expressing the Council's disappointment that the planning balance went in favour of this development.

C1623. NOTIFICATION OF UPGRADE OF EXISTING TELECOMMUNICATIONS BASE STATION AT ORCHARD LANE, LEDBURY, HR8 1B

Members expressed concern in respect of the proposed increase in the height of the telecommunications mast by five metres. Concerns were raised about the visual impact and the proximity of the mast to residential and community facilities, including a care home and a children's play area.

RESOLVED:
That the Clerk seek an explanation as to why it is considered a 5m increase in height to the current mast is necessary.

C1624. PAINTED ROOM AND MARKET HOUSE VISITOR NUMBERS - MARCH TO AUGUST 2026

RESOLVED:
1. That the Painted Room and Market House visitor numbers for March to August 2026 be received and noted.

3. That a 3-year overview of the Market House and Painted Room be provided, to include details of the changes to opening hours during that period.

C1625. PROGRESS IN RESPECT OF MARTINS WAY PUMP TRACK

Members considered the progress report following the Council's previous comments on the pump track application. Members expressed concern that the Council's submitted comments did not fully reflect the detailed objections previously discussed and requested that a more comprehensive submission be prepared.

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Members noted an offer from the relevant Herefordshire Council Cabinet Member to meet with Ledbury Town Council to discuss the application and the Council's concerns.

RESOLVED:

1. **That a meeting of the Major Planning Applications Working Party be convened as soon as possible to prepare a detailed submission.**

2. **That following the meeting of the Major Planning Applications Working Party a meeting be arranged with the Cabinet Member and relevant Herefordshire Council officers to discuss the Pump Track Project and potential Community Asset Transfer of play areas.**

C1626. FREE TREES – CLIMATE RESILIENT TREE SCHEME

Members considered a proposal for tree planting on amenity land owned by Herefordshire Council. Concerns were raised about the extent of consultation with residents and the possibility that the Council could inadvertently assume responsibility for the land or its future maintenance. Members questioned whether the matter required a decision by Ledbury Town Council, given that the land remained the responsibility of Herefordshire Council.

RESOLVED:
No action to be taken in respect of this matter.

C1627. COUNCIL OFFICES – HIGH LEVEL WORKS UPDATE

Members received the report of the ecological survey undertaken in connection with the proposed roof works. The report was understood to identify no obstacle to the works proceeding. Members noted the report.

RESOLVED:
That the report be received and noted.

C1628. TO GIVE CONSIDERATION TO REQUEST FOR CITY & TOWN COUNCILS TO CONSIDER CONTRIBUTION TO A POOLED COUNTY LEVEL BUDGET IN RESPECT OF HEREFORDSHIRE'S YOUTH STRATEGY 2026/27

Members considered a proposed response relating to the implementation of the youth strategy in Ledbury. Members noted that a meeting involving local groups and Herefordshire Council officers had been arranged for 12 November 2026 at the Council Offices to provide further information and to allow a wider range of organisations working with young people to contribute.

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RESOLVED:
That this item be deferred to the meeting of Council scheduled for 26 November 2026.

C1629. OUTSIDE BODIES

RESOLVED:
That the minutes of the meeting of the Community Choir be received and noted

C1630. DATE OF NEXT MEETING

RESOLVED:
To note that the next meeting of Council is scheduled for 26 November 2026 at 7.00 pm

C1631. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:
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

C1632. INSTALLATION OF MEMORIAL AT LEDBURY CEMETERY

Members were asked to give consideration to a report in respect of the cemetery policy in relation to memorials.

RESOLVED:
That a further report be provided to Council to include the following information:

1. **A plan clearly identifying when each cemetery policy was applied in relation to the various sections of the cemetery.**
2. **Details of non-compliant memorials and installations.**
3. **Options for relocating memorials in other areas of the cemetery.**
4. **Estimated additional maintenance time and costs relating to different policy approaches.**
5. **Clarification of future burial plot allocation and management.**

The meeting ended at 21:11

Signed …… Date ……

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AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13 November 2025						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	OM	26.08.2026	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026 - further meeting arranged for 27.08.2026	In Progress	Dec 2026/Jan 2027
02 April 2026						
C1239.2	RFO to review ethical banking accounts and provide a report to Council.	TC	TBC	To be investigated following April/May year end -report to be provided to future meeting of council - will be undertaken by Finance & Governance Manager once recruited - due to high workload of Clerk/RFO	In progress	Early 2027
14 May 2026 - Annual Council Meeting						
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Date to be identified for early 2027	in progress	Feb-27
25 June 2026						
C1417	That officers be instructed to undertake a detailed appraisal regarding the potential office relocation of the operational costs, benefits, disbenefits and risks associated with each of the five options outlined within the report, with a further report being presented to a future meeting of council	TC	Nov-26	It had been anticipated that this report would be available for the 24 September meeting. However, due to further information being required to be included in the report this will now be presented to Members at the meeting scheduled for 26 November 2026	In progress	Nov-26
03 SEPTEMBER 2026						

C1513(2)	Following the Locality Steward's return from annual leave, arrange a meeting between the Town Clerk and Locality Steward to discuss the reported highway/maintenance issues and provide the outcome to Full Council.	TC	Nov-26	Meeting to be arranged following Clerk's leave	In progress	Nov-26
C1521(2)	Publish the press release regarding the three shortlisted Masefield Memorial designers together with a report outlining the selection process undertaken to date, the process going forward and details of the due diligence undertaken in respect of the three designers.	EC	18.09.2026	Press release prepared - awaiting approval from NLHF	Completed	18.09.2026
C1530(2)	Provide quarterly progress updates on the TEMAP markets delivery, with the first update establishing the baseline and reporting delivery against the agreed milestones and timings.	TC	Dec-26	Report to be provided in december meeting	In progress	17.12.2026
C1542	Provide further information regarding the request for an additional memorial at Ledbury Cemetery, including addressing the issues raised under Minute C1505, for consideration by Full Council.	OM / AC	15.10.2026	Further report to be provided at FC meeting 05.11.2026	Completed	05.11.2026
C1542(2)	Arrange a meeting with local funeral directors and memorial masons to discuss the Council's cemetery rules and regulations and ensure that the information is being appropriately shared with families.	Operations Manager	Oct/Nov 2026	Two meetings have been arranged to meet with Ledbury Co-Op Funerals on 13/10/26 and Ledbury Funerals on 14/10/26. Further meetings to be arranged.	Completed	Oct/Nov 2026
24 SEPTEMBER 2026						
C1554(i)	Revisit the £200 grant awarded to Ledbury Rainbows (1st Brownies) once the Council's Grants process has been reviewed.	Clerk		To be reported to grants WP meeting in November	On agenda	Nov-26
C1555(2)	Prepare and present a report to a future Full Council meeting setting out a proposed hire policy and costings for the Snow and Bubble Machines.	Clerk	24/09/2026	Report to be included on17.12.2026 agenda	In Progress	Dec-26

C1555(3)	Confirm the budget line from which the purchase of the BeamZ SNOW5000 Professional Snow Machine and BeamZ B2500 Professional Bubble Machine will be funded.	Clerk	24/09/2026	4607 - 127 events	Completed	Nov-26
C1562(2)	Develop the Events Strategy Implementation Plan and supporting operational documents, in consultation with the Events Working Party.	Officers / Events Working Party	24/09/2026	To be explored by EWP - next meeting date 19.11.2026 - updates to be provided to future meeting via minutes	In Progress	Spring 2027
15 OCTOBER 2026						
C1579	Officers to check that the Council's records and procedures relating to 'London Bridge' are up to date and reflect current guidance.	TC	Nov-26	Meeting to be arranged with DL's, Chair and Vice Chair for Jan 2027	In progress	Nov-26
C1580	Produce a report on the costs of increasing the frequency of Foamstream weed treatments, including repeat treatments within 10–12 days, for consideration by Full Council as part of future budget planning.	OM	Nov-26	OM to provide report to meeting of Council	In Progress	Dec 2026/Jan 2027
C1586(i)(1)	Officers to make the agreed spelling, formatting, alignment and punctuation amendments to the Training and Development Policy.	TC	Nov-26		In progress	Nov/Dec 2026
C1586(i)(3)	Officers to develop a standard Council policy template, including appropriate formatting and numbered subparagraphs, for consideration at a meeting of councillors by 31 December 2026.	TC	Nov-26	Meeting to be scheduled	In Progress	Nov/Dec 2026
C1595(3)	The Clerk to seek written clarification from the Boundary Commission regarding the changes shown on the maps between Ledbury North and Ledbury West, and liaise with Electoral Services regarding implementation of the revised electoral arrangements and public information ahead of the May 2027 elections.	TC		Clerk to contact Boundary Commission - report back to be provided on 26.11.2026	In Progress	Nov-26

C1596(1)	Officers to confirm whether Ledbury Town Council or Herefordshire Council owns the noticeboards containing the town maps.	TC		To do	In Progress	Nov-26
C1596(2)	Officers to write to Orphans Press requesting examples of previously completed work and mock-ups of the proposed replacement maps for the town's noticeboards. The report must not return to Full Council until all requested information has been obtained.	TC		On agenda	Completed	Nov-26
C1597(2)	The Town Clerk to prepare and issue a letter of support on behalf of Ledbury Town Council for Herefordshire Wildlife Trust's expression of interest in funding to expand its WildPlay programme.	TC		To do	In Progress	Nov-26
C1597(3)	Councillors to identify green spaces in and around Ledbury that may be suitable for the WildPlay programme, subject to landowner consent and the necessary operational, safeguarding, insurance and risk-management requirements.	Cllrs		Nothing provided to officers todate	In Progress	Nov-26
C1597(4)	The Town Clerk to hold initial discussions with Herefordshire Wildlife Trust about potential delivery arrangements for the WildPlay programme. Any proposal involving financial, contractual or significant resource commitments must be presented to Council for approval.	TC		Meeting to be arranged	In Progress	Nov-26
05 NOVEMBER 2026						
C1611 (3)	That the Clerk write to Charter Market Traders to inform them of the pending changes to the Traffic Regulation Order and the interim measures.	TC/HH	01-Nov	Market admin requested to draft letter to market traders	In Progress	Nov-26

C1611 (4)	That the Clerk draft a note to clarify the position of the TRO for Councillors.	TC	17.11.2026	Note provided to all cllrs	Completed	Nov-26
C1213	The Operations Manager will follow up with the police.	OM	05-Nov	Awaiting update	In Progress	Nov-26
C1615 (4)	That the Clerk be instructed to provide a covering report to accompany the Budget Monitoring Report on future agendas.	TC		Report on agenda	Ongoing	Nov-26
C1615 (5)	That it be noted that the overspend in 108/4204 is due to a mis-posting and that a journal from this budget line to budget line 108/4202 will be undertaken.	SE	Nov-26		Completed	Nov-26
C1615 (6)	That the Clerk investigate why budget line 220/4550 (Bank Charges) was so high and report back to council accordingly.	SE	Nov-26	Awating update from AC	In Progress	Nov-26
C1615 (6)	That a list of subscriptions be provided with the agenda pack at the next meeting of Council.	SE	Nov-26	On agenda	Completed	Nov-26
C1615 (7)	That Councillor Morris provide the points raised in writing to the Clerk.	NM	Nov-26	Information Awaited	In Progress	
C1615 (9)	That the salary shortfall reported under item 24 and the need for officers to reconcile the Council contribution, payroll adjustments and overall forecast be noted, with a report to be provided to Members at a future meeting of Council.	EC	Nov/Dec 2026	Project coordinator/ TC draft request to NLHF	In Progress	Nov-26
C1615 (10)	That the outstanding investigations be noted, and that it be noted that the Clerk will work with the Project Manager and Accounts Clerk to provide a reconciled financial update, including all remaining commitments and delivery costs to a meeting of council on 4 December 2026.	TC / EC	Nov/Dec 2026	On Going	In Progress	Nov/Dec 2026

C1615 (11)	That any proposals for budget reallocations, contingency use or further Council funding be brought forward for the necessary approvals following discussions with the NLHF Relationship Manager.	EC		Project coordinator /TC to provide relevant reports	In Progress	Ongoing
C1615 (13)	That a meeting of Councillors be arranged in advance of the 4 December Council meeting to consider any outstanding financial issues.	EC	Dec-26	Project coordinator ask to arrange meeting	In Progress	Dec-26
C1616 (2)	That an item be included in the agenda for the meeting of council scheduled for 26 November 2026 in respect of electing a new Chair of the Finance, Policy & General Purposes Committee.	TC	Nov-26	On agenda	In Progress	Nov-26
C1617 (2)	That a virement of £500 be approved from each of the two budget lines (108/4002 and 230/4020.	SE	Nov-26	On Going	In Progress	
C1618	That consideration of the broadband lease line renewal be deferred to the next meeting, pending further information on the contractual terms, relocation and early termination options, together with background information on the original decision.	TC	Nov-26	It is on the agenda for 26/11/2026	Completed	Nov-26
C1622	That the Clerk provide a response expressing the Council's disappointment that the planning balance went in favour of this development.	TC	Nov-26	Email sent Awaiting response	Completed	Nov-26
C1623	That the Clerk seek an explanation as to why it is considered a 5m increase in height to the current mast is necessary.	TC	Nov-26	Email sent Awaiting response	Completed	Nov-26

C1624	That a 3-year overview of the Market House and Painted Room be provided, to include details of the changes to opening hours during that period.	BH	Dec-26	Report has been requested	In Progress	Dec-26
C1625 (1)	That a meeting of the Major Planning Applications Working Party be convened as soon as possible to prepare a detailed submission.	TC	Nov-26	Meeting held on 13/11/2026	Completed	13.11.2026
C1625 (2)	That following the meeting of the Major Planning Applications Working Party a meeting be arranged with the Cabinet Member and relevant Herefordshire Council officers to discuss the Pump Track Project and potential Community Asset Transfer of play areas.	TC	Nov-26	Meeting scheduled for 20/11/2026	Completed	20.11.2026
C1628	That this item be deferred to the meeting of Council scheduled for 26 November 2026 (Youth Survey)	TC	Nov-26	waiting for transcription of meeting	In Progress	Nov-26
C1632	That a further report be provided to Council to include the following information: 1. A plan clearly identifying when each cemetery policy was applied in relation to the various sections of the cemetery. 2. Details of non-compliant memorials and installations. 3. Options for relocating memorials in other areas of the cemetery. 4. Estimated additional maintenance time and costs relating to different policy approaches. 5. Clarification of future burial plot allocation and management.	OM	Dec-26		In Progress	Dec-26

LEDBURY TOWN COUNCIL -SUBSCRIPTIONS

PAYEE	ALLOCATED TO	DESCRIPTION	TOTAL
Advansys	Council Offices	Annual Renewal of SSL certificate	£60.00
Adobe	Council Offices	IT System	£583.92
Canva	Council Offices	software prgramme for posters and publishing	£202.00
Clerks & Councils	Council Offices	Annual Membership	£30.00
Chat GPT	Council Offices	Annual Fee	£66.67
Chubb	Council Offices	Annual Fee	£348.27
Citation	Council Offices	Cyber security	£1,019.00
Herefordshire Tree Warden Network	Council Offices	Annual Membership	£30.00
G & P Group Enterprise	Council Office		£5.60
Herefordshire County Bid	Council Offices	Volunteer Membership	£240.00
ICCM	Council Offices	A Price Membership	£110.00
ICO	Council Offices	Annual Fee	£47.00
NABMA	Charter Market	Markets	£484.00
PEAR Technology	Council Offices	Maplink Support	£280.00
Rialtas	Council Offices	Cemeteries Support	£522.00
Rialtas	Council Offices	Accounts Annual Support	£454.00
Rialtas	Council Offices	Making Tax Digital	£454.80
Rural Services Partnership	Council Offices	Membership	£123.90
SLCC	Council Offices	Membership A Price - Town Clerk	£473.00
SLCC	Council Offices	Membership J Lawrence - Deputy Town Clerk	£300.00
The Countryside Charity	Council Offices	Annual Membership	£36.00
The Listed property	Council Offices	Annual Membership	£48.00
Thompsons	Council Offices	Payroll - monthly fee	£70.50

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 11

Report prepared by Angela Price – Town Clerk

RESIGNATION OF COUNCILLOR MATTHEW EAKIN AND ELECTION OF A NEW COMMITTEE CHAIR

Purpose of report

The purpose of this report is to formally inform Members of Councillor Matthew Eakin's resignation as a councillor for South Ward and as Chair of the Finance, Policy & General Purposes Committee, and to ask Members to elect a new Chair of the Committee.

Background

On 17 November 2026, Councillor Eakin formally tendered his resignation as a councillor for South Ward and as Chair of the Finance, Policy & General Purposes Committee to the Chair of the Council.

This resignation leaves a vacancy in the Chairmanship of the Committee. Members are therefore asked to elect a new Chair for the remainder of the 2026/27 municipal year.

Recommendations

1. That Council notes the resignation of Councillor Matthew Eakin as a councillor for South Ward and as Chair of the Finance, Policy & General Purposes Committee, formally tendered on 17 November 2026.

2. That Council elects a Chair of the Finance, Policy & General Purposes Committee for the remainder of the 2026/27 municipal year.

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 12

Report prepared by Angela Price, Town Clerk

SOUTH WARD ELECTION UPDATE AND ESTIMATED COSTS OF THE 2027 ELECTIONS

Purpose of report

The purpose of this report is to update Members on the outcome and cost of the Ledbury South Ward election scheduled for 12 November 2026, to report Herefordshire Council's advice on the remaining vacancy, and to bring the estimated costs of the 2027 elections to Members' attention for budget planning.

Detailed Information

1. Cost of the November 2026 South Ward election

Herefordshire Council has advised that no nominations were received for the Ledbury South Ward election scheduled for Thursday 12 November 2026. Herefordshire Council has therefore submitted an invoice in the sum of **£32.52** for the costs incurred in arranging the election. A breakdown is attached at appendix A.

2. Estimated costs of the 2027 elections

Herefordshire Council has supplied indicative parish and town council election costs to assist with budget planning for 2027/28. The estimates cover three scenarios, Uncontested, Contested 50% and Contested 100% and are provided in Appendix B..

The estimates are based on current electorates and anticipated election expenses. Actual costs will depend on the circumstances of the election. The figures will inform the Council's budget provision for the May 2027 elections.

3. South Ward vacancy following the election

Herefordshire Council's Electoral Services team has confirmed that no nominations were received on the second attempt to fill the South Ward vacancy. Electoral Services has advised that, because the next ordinary elections are now within six months, it will not arrange a third election for this vacancy. It has also advised that this vacancy cannot be filled by co-option and will remain vacant until the May 2027 elections.

Recommendations

1. That Council notes the **£32.52** charge from Herefordshire Council for the Ledbury South Ward election scheduled for 12 November 2026.

2. That Council notes the indicative costs of the 2027 elections and asks the Town Clerk to use those estimates when preparing the proposed election budget for 2027/28.

3. That Council notes the advice from Herefordshire Council's Electoral Services team that the South Ward vacancy and that the seat will remain vacant until the May 2027 elections.

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Appendix A.

TOTAL FEE FOR NOMINATION/UNCONTESTED PROCESS			**32.52**
Admin Charge	**30.00**	**Per Parish**	30.00
Printing & Postage of Letters & Notices to Clerks (NOE, SPN, DRP, Office)	**2.52**	**Per Parish**	2.52
Printing & Postage of Letters & Notices to Candidates (Valid, SPN, DRP, Expenses, Office)	**3.85**	**Per Cand**	0.00
Printing of Nomination Packs	**4.20**	**Per Seat**	0.00
POLLING STATION REF			56
ELECTORATE			2979
NO. OF POSTAL VOTERS			355
NO. OF CANDIDATES			0
NO. OF SEATS			1
REGISTERS			2
PARISH			Ledbury, Ledbury South
PARISH COUNCIL			Ledbury Town Council

OFFICIAL

Herefordshire Council

Parish/Town Clerk

Directorate - Corporate Support
Electoral Services Office
Plough Lane
Hereford
HR4 0LE

Tel: 01432 260107

Email: elections@herefordshire.gov.uk
Web: www.herefordshire.gov.uk/elections
Web: www.gov.uk/registertovote

Date: 20 November 2026

Dear Parish/Town Clerk

Parish Council Election – Thursday 6 May 2027 – Estimated costs to be re-charged to Parishes

On Thursday 6 May 2027 Herefordshire will be having full term Combined Local Government Elections for Wards and Parishes.

As you are aware, the Council's policy is to recharge parish councils for any election costs incurred on their behalf, in accordance with Section 36(5) of the Representation of the People Act 1983, as amended by the Local Government Finance (Repeals and Consequential Amendments) Order 1991.

To assist parish and town councils with financial planning, Electoral Services will provide updated election cost estimates each November, regardless of whether an election is expected in the following year. These estimates are intended for budget-setting purposes only and do not represent a final charge.

The Council only recharges the additional costs incurred in administering an election on behalf of a parish or town council. Electoral Services management costs and general administrative overheads are not recharged.

The estimated costs shown below are based on previous election expenditure, current electorates and known election costs. Staffing fees are reviewed annually and are aligned with the fee scales issued by the Ministry of Housing, Communities and Local Government (MHCLG). As these fees are normally updated in January each year, the final cost of an election may differ from the estimates provided.

The estimated "Contested Cost at Combined Election (50%)" is based on a contested parish election being held at the same time as a contested Herefordshire Council ward election. At combined elections, certain costs, including polling stations, polling staff and count venue costs, are shared between elections. As a result, parish councils are only charged a proportion of these shared costs.

The estimated "Contested Cost at Standalone Election (100%)" is based on a contested parish election being held on its own, with no other election taking place. In these circumstances, the parish council is responsible for the full cost of the election.

Final election charges will depend on the actual costs incurred and the specific circumstances of each election.

Estimated Election Costs for 2027

Electorate	Uncontested cost for 2027	Contested costs for 2027 50%	Contested cost from 2027 100%
0 to 100	£120.00	£1250.00	£2500.00
101 to 200	£145.00	£1575.00	£3150.00
201 to 300	£170.00	£1905.00	£3810.00
301 to 400	£200.00	£2230.00	£4460.00
401 to 500	£225.00	£2560.00	£5120.00
501 to 600	£245.00	£2885.00	£5770.00
601 to 700	£270.00	£3212.50	£6425.00
701 to 800	£300.00	£3540.00	£7080.00
801 to 900	£325.00	£3865.00	£7730.00
901 to 1000	£350.00	£4192.50	£8385.00
1001 to 2000	£375.00	£4520.00	£9040.00
2001 to 3000	£400.00	£4850.00	£9700.00
3001 to 4000	£425.00	£5175.00	£10350.00
4001 to 5000	£450.00	£5500.00	£11000.00

Parish by-elections

Where a casual vacancy occurs after the scheduled full-term elections and an election is requested by ten local government electors, the parish council will be responsible for 100% of the costs incurred.

If a parish council requires an estimate for a potential parish by-election, Electoral Services will be pleased to provide one once the election has been duly called. Any estimate provided will be indicative only and the final charge may vary depending on the specific requirements of the election.

This information is provided as a guide only. If you have any queries regarding the estimated costs, please contact Electoral Services using the telephone number or email address provided above during normal office hours

Yours sincerely



COLETTE MAUND (AEA CERT.)
ELECTORAL SERVICES MANAGER/DEPUTY RETURNING OFFICER

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 13

Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

FINANCE OVERVIEW REPORT PROVIDING PROJECTED OUTTURN FOR 2026/27 FINANCIAL YEAR MONTH

This report provides a high-level summary of the budget performance; the full analysis is contained within agenda item 13.

	Actual to Date £	Annual Budget £	Variance to Annual Budget £	% Spend to Budget £
Income - Precept	815,859	815,859	0	100%
Income- Other	40,955	56,076	15,121	73%*
Expenditure	465,528	871,935	405,407	53.39%*

*Excludes Masefield Matters income and expenditure

The Income and expenditure have been adjusted to take into account expenditure and income in respect of Masefield Matters, which as the end of month 7 relates to the income of £84,994 and expenditure of £44,848.

When you include the income and expenditure for Masefield Matter the income increases to £125,949 (224.68%) and the expenditure increases to £510,376 (58.53%)

The actual total expenditure to date, excluding Masefield Matters, represents 53.39% of the annual budget which is within the expected 58.33% at the end of month 7 of the financial year.

Cash balances at the end of October 2026 were £689,405, which includes the receipt of 100% of the annual precept, and the National Lottery Fund John Masefield award carried forward from 2024/25 and received in 2026.

The general reserves stand at £154,156 and earmarked reserves at £125,304 at the end of Month 7.

RECOMMENDATION

That the above information be received and noted, and that Members note the expenditure, excluding Masefield Matters, is below the expected percentage of 58.33% at the end of month 7 of the 2026/27 financial year.

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

Receipts received between 01/10/2026 and 31/10/2026

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: **05/10/2026**	**20,000.00**						
20000	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Trans 736-235
Interest	Banked: **09/10/2026**	**8.61**						
Interest	Lloyds Bank	8.61			1870	220	8.61	Bank Interest
	Banked: **19/10/2026**	**35,000.00**						
736-235	Premier A/c (736) Comm Call	35,000.00			202		35,000.00	Trans 73 - 235
	Banked: **22/10/2026**	**35,000.00**						
35000	Premier A/c (736) Comm Call	35,000.00			202		35,000.00	Trans 736-235
	Banked: **22/10/2026**	**35,000.00**						
Transfer	Premier A/c (736) Comm Call	35,000.00			202		35,000.00	Trans 736-235
500551	Banked: **30/10/2026**	**1,255.00**						
500551	Painted Room	1,255.00			1450	105	228.20	Sales & Donations
					1451	105	1,026.80	Sales & Donations
500552	Banked: **30/10/2026**	**485.95**						
500552	Cemetery	485.95			1902	220	125.95	Wayleave
					1100	102	180.00	Deed transfer
					1130	102	180.00	Memorial
CARD	Banked: **31/10/2026**	**665.70**						
CARD	Barclaycard	665.70			1450	105	145.70	Painted room Sales
					1451	105	321.60	Painted Room Donations
					1471	127	17.00	Dog Bags
					1034	301	11.00	Tourist Information
					1451	105	170.40	Painted Room Donations
CARD	Banked: **31/10/2026**	**17.00**						
CARD	Barclaycard	17.00			1451	105	17.00	Card Payments
	Total Receipts:	127,432.26	0.00	0.00			127,432.26	

Premier A/c (736) Comm Call

Receipts received between 01/10/2026 and 31/10/2026

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
RENT	Banked: 01/10/2026	195.83						
RENT	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
	Banked: 02/10/2026	180.00						
	Sales Recpts Page 57	180.00	180.00		100			Sales Recpts Page 57
Interest	Banked: 09/10/2026	193.44						
Interest	Lloyds Bank	193.44			1870	220	193.44	Bank Interest
	Banked: 20/10/2026	90.00						
	Sales Recpts Page 58	90.00	90.00		100			Sales Recpts Page 58
	Banked: 20/10/2026	10.00						
	Sales Recpts Page 59	10.00	10.00		100			Sales Recpts Page 59
	Banked: 20/10/2026	20.00						
	Sales Recpts Page 60	20.00	20.00		100			Sales Recpts Page 60
	Banked: 22/10/2026	35,000.00						
235-736	Lloyds A/c (235& 174)(Bus Ext)	35,000.00			200		35,000.00	Trrans 235-736
	Banked: 22/10/2026	135.00						
	Sales Recpts Page 61	135.00	135.00		100			Sales Recpts Page 61
	Banked: 23/10/2026	10.00						
	Sales Recpts Page 62	10.00	10.00		100			Sales Recpts Page 62
Ceremony	Banked: 26/10/2026	265.00						
Ceremony	Z Lewias & L Jones	265.00			1460	120	265.00	Ceremony Room Income
Donation	Banked: 27/10/2026	50.00						
Donation	The Uncommon Touch	50.00			1271	127	50.00	Christmas Sponsorship
	Banked: 28/10/2026	1,760.00						
	Sales Recpts Page 63	1,760.00	1,760.00		100			Sales Recpts Page 63
Mortuary	Banked: 30/10/2026	195.83						
Mortuary	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
Ceremony	Banked: 30/10/2026	60.00						
Ceremony	AS/CA Moore	60.00			1460	120	60.00	Ceremony Room Income
	Total Receipts:	38,165.10	2,205.00	0.00			35,960.10	

Public Sector Deposit Fund

Receipts received between 01/10/2026 and 31/10/2026

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Interest	Banked: 02/10/2026	575.49						
Interest	The Public Sector Deposit Fund	575.49			1870	220	575.49	Interest
	Total Receipts:	575.49	0.00	0.00			575.49	

A/c	Description	Actual		
	Current Assets			
100	Debtors	15,230		
120	Vat Due	15,197		
150	Stock	1,728		
200	Lloyds A/c (235) (Bus Ext)	10,484		
202	Premier A/c (736) Comm Call	496,796		
203	Public Sector Deposit Fund	182,062		
215	Petty Cash	63		
	Total Current Assets		721,561	
	Current Liabilities			
500	Creditors	200		
	Total Current Liabilities		200	
	Net Current Assets			721,360
	Total Assets less Current Liabilities			721,360
	Represented by :-			
300	Current Year Fund	441,900		
310	General Fund	154,156		
324	EMR - Listed Buildings	103,348		
331	EMR - Advertising	5,000		
335	EMR - Amenity & Public Spaces	15,404		
336	EMR - Community Projects	12,185		
339	EMR - Vehicle Replacement/Ref	5,000		
341	EMR - Masefield Matters	(15,634)		
	Total Equity			721,360

List of Payments made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
09/10/2026	Adobe Systems Softawre Ireland	1132	1,081.44		Subscription
15/10/2026	WILLDER ECOLOGY	00197	695.00		Ecological insp & Roost Survey
15/10/2026	Bee Happy Payroll Ltd	1024	372.00		Payroll Oct 26-March 27
15/10/2026	Grapevine Publications (Worces	1025	234.00		Full page advert
15/10/2026	Bliss Cleaning Services (Ledbu	1026	441.60		LTC Cleaning
15/10/2026	Chubb Fire & Security	1027	2,238.03		Annual Contract 26-27
15/10/2026	N J WINDLEY CONSTRUCTION LTD	1029	1,896.00		Repointing wall at Cemetery
15/10/2026	Stephen C Large Landscape Gard	1030	2,970.00		Watering LTown baskets
15/10/2026	Herefordshire Council	1033	100.00		Parish west ward election
15/10/2026	Signworx Hereford Ltd	1034	268.00		HODS Brochures
15/10/2026	Amazon EU UK Branch	1035	1,017.68		Snow and Bubble Machine
15/10/2026	Hoople Group	1036	900.43		Temporary Receptionist
15/10/2026	GREEN TOP HIRE	1037	255.00		Gazebo Sides Hire
15/10/2026	JOSEPH HILLIER STUDIO	1039	600.00		50% of Design Dev Agreement
15/10/2026	D M Property Maintenance	1040	2,732.00		Contract Works
15/10/2026	Ledbury Garden Machinery	1041	65.00		Mower works
15/10/2026	Herefordshire Council	1042	179.48		Church Lane toilets Mop Fair
15/10/2026	County Signpost Ltd	1043	498.00		Signpost & Countypost Magazine
15/10/2026	G & P Group Enterprise Ltd	1045	6.00		Ledbury Reporter
15/10/2026	Amazon EU UK Branch	1046	18.49		Kitchen Pedal Bin
15/10/2026	Caroe & Partners Architects	1047	324.00		Cemetery boundry wall repairs
15/10/2026	Festive Lighting Company Ltd	1050	7,200.02		Hire & Installation 40% of tot
19/10/2026	Telefonica Uk Ltd	1130	225.26		46234967/1130/Telefonica Uk Lt
19/10/2026	CityQ AS	1131	3,900.00		Green electric bike
20/10/2026	Kathryn Davies	1192	63.90		Lecture Painted Room
20/10/2026	Hoople Group	1193	99.00		HR Invoices
20/10/2026	BAVENHILL MECHANICS CO LTD	1194	674.15		Replace parts for pump on van
20/10/2026	Viking Office UK Ltd	1196	42.13		Hospitality
20/10/2026	The Society of Local Council C	1197	777.60		Recruitment advertising
20/10/2026	Amazon EU UK Branch	1199	40.07		Housekeeping
20/10/2026	Viking Office UK Ltd	1200	55.19		Stationery
20/10/2026	Herefordshire Council	1201	100.00		Ward Elections
20/10/2026	Francotyp Postalia	DD	20.00	128687	Postage
20/10/2026	Quickskip Hereford Ltd	BACS	306.00	68707	Cemetery Skip
22/10/2026	Gloucester County Council	BACS	20.00		Throwback Charity Event
22/10/2026	Ledbury Carnival Association	BACS	458.00		Carnival use of Card Machine
22/10/2026	Gloucester City Council	BACS	20.00	Civic	Ledbury TC Donation
22/10/2026	Ledbury Carnival Association	BACS	458.00	Carnival	Carnival Day use of card machi
22/10/2026	Gloucester County Council	BACS	-20.00	Charity	Charity Sponsorship
22/10/2026	Ledbury Carnival Association	BACS	-458.00	Carnival	Carnival Card Machine
22/10/2026	Premier A/c (736) Comm Call	235-736	35,000.00		Trrans 235-736
22/10/2026	Amazon	BACS	129.99	1YVT-1QXV-YDYX	Air conditioning Unit
22/10/2026	Waterplus	BACS	25.18	13512727	Cemetery Water Drainage
23/10/2026	Payroll Mth 7	BACS	-0.02	Pay Mth 7	Staff Salaries
26/10/2026	Payroll	BACS	38,941.76	Salaries Mth 7	Payroll Mth 7
29/10/2026	Community Hub	BACS	5,475.00	Grant	Youth Worker Grant

Continued on Page 2

List of Payments made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
29/10/2026	Francotyp Postalia	DD	10.00	128687	Postage
31/10/2026	EE Business	1134	12.60		Wedding Co-ordnator Mobiles
31/10/2026	YU Energy Retail Ltd	1135	688.89		LTC Electricity
31/10/2026	Lloyds Bank Plc	1137	276.23		CARD MTH 7/1137/00/Lloyds Bank
31/10/2026	Barclays Bank PLC	1139	21.89		LTC Card Machine
31/10/2026	Octopus Energy Ltd	1141	36.28		Cemetery Electricity
31/10/2026	West Mercia Energy	1142	45.82		Barratt Browning Electrcity
31/10/2026	EON Next Energy	23.28	23.28		Market House Electricity
31/10/2026	OMSUK Ltd	1144	1,920.77		IT Managed Services
31/10/2026	Francotyp Postalia Ltd	1162	90.00		Postage
31/10/2026	Francotyp Postalia Ltd	20	20.00		Postage
31/10/2026	Dolphin Tec	1146	369.56		Photocopier Reading
31/10/2026	Lloyds Bank Plc	1147	27.00		Bank Charges
31/10/2026	Siemens Financial Services Ltd	1148	274.72		Photocopier Lease Rental
31/10/2026	Lloyds Bank Plc	1149	26.92		Bank Charges
31/10/2026	Oncecom Ltd	1151	613.10		Telephone Connecticity
31/10/2026	DWRCYMRU	1152	56.13		LTC Water
31/10/2026	Advansy Limited	1153	126.60		Monthly Hosting
31/10/2026	Waterplus Group Ltd	1155	28.21		Water Drainage LTC
31/10/2026	Citation Ltd	1156	62.14		Cyber Health Check
31/10/2026	Herefordshire Council	1157	1,273.00		Mortuary Rates
31/10/2026	Takepayments Ltd	1164	60.00		Card Machine PR
31/10/2026	DTBC Ltd t/aThompson & Co	1231	84.60		Payroll, DD in error
31/10/2026	MARCHES AMBULANCE	1168	300.00		Medical Cover for Remembrance
31/10/2026	Hereford Military History Fest	1169	500.00		Sponsorship of Ledbury Convoy
		Total Payments	117,393.12		

Ledbury Town Council Current Year

Premier A/c (736) Comm Call

List of Payments made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
05/10/2026	Lloyds A/c (235& 174)(Bus Ext)	20000	20,000.00		Trans 736-235
19/10/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	35,000.00		Trans 73 - 235
22/10/2026	Lloyds A/c (235& 174)(Bus Ext)	35000	35,000.00		Trans 736-235
22/10/2026	Lloyds A/c (235& 174)(Bus Ext)	Transfer	35,000.00		Trans 736-235
		Total Payments	125,000.00		

Petty Cash

List of Payments made between 01/10/2026 and 31/10/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
12/10/2026	The Co-operative	PCASH	14.93		Refreshments for Mop Fair
		Total Payments	14.93		

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			15,230.00	
120	Vat Due			15,197.33	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			10,483.82	
202	Premier A/c (736) Comm Call			496,796.19	
203	Public Sector Deposit Fund			182,062.07	
215	Petty Cash			63.42	
310	General Fund				123,219.50
324	EMR - Listed Buildings				103,347.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				12,185.35
339	EMR - Vehicle Replacement/Ref				5,000.00
341	EMR - Masefield Matters			15,633.79	
500	Creditors				200.45
1020	National Heritage Funding	109	Masefield Matters		70,898.50
1030	Market House Income	201	Market House		1,760.00
1034	Tourist Information Centre	301	Planning/Economic Development		118.68
1036	Photocopier Printing	235	Office Facilities & Equipment		41.80
1090	Charter Market Income	301	Planning/Economic Development		5,375.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		6,394.45
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		49.50
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,564.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		34.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,566.64
1161	Chapel Hire	102	Cemetery & Buildings		172.00
1271	Event Sponsorship	127	Services and Events		50.00
1273	Event Income	109	Masefield Matters		14,095.10
1273	Event Income	127	Services and Events		563.22
1450	Painted Room Sales Income	105	Painted Room		2,436.15
1451	Painted Room Donations Income	105	Painted Room		7,515.38
1460	Ceremony Room Income	120	Non-Statutory Services		6,718.85
1460	Ceremony Room Income	205	Ceremony Room	0.50	
1470	Photocopies Income	235	Office Facilities & Equipment		8.70
1471	Dog Bags	127	Services and Events		131.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,280.00
1870	Bank Interest Received Income	220	Finance and General Purposes		5,047.95
1900	Precept Income	220	Finance and General Purposes		815,859.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings		0.02
4000	Staff Salaries	108	Amenity Areas	35,303.98	
4000	Staff Salaries	109	Masefield Matters	29,276.40	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	202	Council Properties	16,342.54	
4000	Staff Salaries	230	Management and Payroll	181,461.99	
4001	Agency Cover	230	Management and Payroll	5,837.24	
4002	Phased Staff Reveiw Costs	202	Council Properties	4,288.40	
4002	Phased Staff Reveiw Costs	230	Management and Payroll	1,993.00	
4004	Wedding Decorations	120	Non-Statutory Services	97.49	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	720.00	
4021	Rubbish Collection	202	Council Properties	439.13	
4050	Staff Training	230	Management and Payroll	1,990.00	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	351.76	
4051	Officers Travel/Conference/Sub	202	Council Properties	10.42	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	399.50	
4110	Rates	102	Cemetery & Buildings	2,908.45	
4110	Rates	201	Market House	123.00	
4110	Rates	202	Council Properties	5,875.00	
4115	Water	102	Cemetery & Buildings	76.48	
4115	Water	109	Masefield Matters	1.65	
4115	Water	201	Market House	36.06	
4115	Water	202	Council Properties	583.90	
4116	Confidential Waste - Shredding	202	Council Properties	757.91	
4119	CCTV New	202	Council Properties	250.00	
4122	Electricity	102	Cemetery & Buildings	154.07	
4122	Electricity	108	Amenity Areas	194.32	
4122	Electricity	115	Town Centre Decorations	968.16	
4122	Electricity	201	Market House	52.70	
4122	Electricity	202	Council Properties	9,346.05	
4130	Insurance	220	Finance and General Purposes	99.21	
4150	Cleaning	202	Council Properties	2,891.28	
4155	Housekeeping	106	Bye Street Toilets	424.22	
4155	Housekeeping	202	Council Properties	246.91	
4155	Housekeeping	235	Office Facilities & Equipment	7.93	
4169	Grounds Contractors	102	Cemetery & Buildings	8,868.75	
4170	Maintenance	102	Cemetery & Buildings	19.98	
4170	Maintenance	106	Bye Street Toilets	350.00	
4170	Maintenance	201	Market House	0.23	
4170	Maintenance	202	Council Properties	4,518.51	
4170	Maintenance	235	Office Facilities & Equipment	4.98	
4175	CCTV Maintenance	110	Recreation Ground		75.00
4176	CCTV Link to Hereford	118	Minor Infrastructure	5,513.22	
4185	Alarms	202	Council Properties	2,773.17	
4185	Alarms	220	Finance and General Purposes		0.43
4186	Listed Building Reserve	202	Council Properties	695.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4200	New Equipment	102	Cemetery & Buildings	286.66	
4202	Repairs to Hanging Basket Pots	108	Amenity Areas	4,929.50	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	4,170.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	3,600.00	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	2,436.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,841.64	
4223	Perimeter Wall Repairs	102	Cemetery & Buildings	1,850.00	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	175.50	
4225	Skip Hire	102	Cemetery & Buildings	1,770.00	
4233	Gazebos	301	Planning/Economic Development	225.00	
4252	General Park Maintenance	108	Amenity Areas	568.00	
4271	Dog Bags	127	Services and Events	447.20	
4276	External power supply -High St	118	Minor Infrastructure	258.38	
4285	Defibrillator Maintenance	118	Minor Infrastructure	320.00	
4300	Vehicle Repair	102	Cemetery & Buildings	526.36	
4311	Green Vehicle	102	Cemetery & Buildings	3,900.00	
4330	Fuel	102	Cemetery & Buildings	441.89	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	789.05	
4400	Stationery	235	Office Facilities & Equipment	902.18	
4405	Photocopier Hire	235	Office Facilities & Equipment	2,607.24	
4415	Office Support & Equipment	220	Finance and General Purposes	22.40	
4415	Office Support & Equipment	235	Office Facilities & Equipment	3,133.40	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,273.96	
4420	Newsletter	225	Councillors/Newsletter	321.17	
4430	Advertising	109	Masefield Matters	727.50	
4430	Advertising	220	Finance and General Purposes	1,595.00	
4433	Card Machine rental	105	Painted Room	242.79	
4433	Card Machine rental	202	Council Properties	10.00	
4433	Card Machine rental	220	Finance and General Purposes	229.16	
4436	Consultancy	109	Masefield Matters	2,000.00	
4455	Postage	401	Full Council	671.78	
4460	Subscriptions	220	Finance and General Purposes	4,388.78	
4481	Telephones	401	Full Council	4,316.02	
4482	Website	105	Painted Room	10.33	
4482	Website	220	Finance and General Purposes	10.00	
4482	Website	401	Full Council	685.50	
4483	ICT Services & Software Lease	401	Full Council	12,917.69	
4500	Town Mayors Expenses	225	Councillors/Newsletter	5.36	
4525	Councillors Training	225	Councillors/Newsletter	191.74	
4529	Civic Insignia	210	Civic Matters	27.50	
4535	Civic Hospitality	210	Civic Matters	158.60	
4540	Election Expenses	225	Councillors/Newsletter	200.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4545	Annual & Other Meetings	225	Councillors/Newsletter	238.15	
4549	Charter Market improvements	301	Planning/Economic Development	44.83	
4550	Bank Charges	220	Finance and General Purposes	1,487.67	
4551	Data Protection	220	Finance and General Purposes	258.90	
4553	Tourist Information Centre	301	Planning/Economic Development	140.00	
4579	Audit Internal	220	Finance and General Purposes	399.00	
4590	Professional Services	220	Finance and General Purposes	10,995.18	
4592	PPE/Health & Safety	102	Cemetery & Buildings	38.74	
4594	Cemetery Mapping	102	Cemetery & Buildings	95.00	
4595	Climate Change	127	Services and Events	2,000.00	
4607	Events	109	Masefield Matters	466.63	
4607	Events	127	Services and Events	4,914.33	
4607	Events	220	Finance and General Purposes	196.23	
4640	Christmas Lights & Install	115	Town Centre Decorations	12,000.02	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,528.00	
4700	Stock Purchase	105	Painted Room	720.16	
4703	Promotional Material	107	Town Promotion	1,365.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	910.72	
4705	Signage	107	Town Promotion	18.92	
4800	Barrett Browning Clock	214	Grants with Powers	298.51	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	141.67	
4876	October Fair Expenditure	214	Grants with Powers	12.44	
4887	Ledbury Community Youth Worker	214	Grants with Powers	16,425.00	
4888	Ledbury Fringe	214	Grants with Powers	1,000.00	
4889	Ledbury Primary Schoool PTA	214	Grants with Powers	1,500.00	
4890	Unspecified Grants	214	Grants with Powers	7,385.80	
4897	LEAF	214	Grants with Powers	10,940.00	
4898	Ledbury Carnival	214	Grants with Powers	5,000.00	
4903	Professional Fees	109	Masefield Matters	6,935.34	
4904	Recruitment	109	Masefield Matters	500.00	
4906	Event Costs	109	Masefield Matters	4,528.67	
4907	Equipment and Materials	109	Masefield Matters	59.94	
6000	Transfers from EMR	109	Masefield Matters		30,241.79
6000	Transfers from EMR	202	Council Properties		695.00
			Trial Balance Totals :	1,237,175.93	1,237,175.93
			Difference	0.00	

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 13 (iii)

Report prepared by Angela Price – Town Clerk/RFO

BUDGET MONITORING REPORT OVERVIEW

Purpose of Report

The purpose of this report is to provide Members with details of overspends identified within the Detailed Income and Expenditure report attached.

Detailed Information

Attached is a list of overspends identified within the Detailed Income and Expenditure report following the close down of month 7.

Further updates will be provided at the meeting where there is more information required.

In addition to the overspends income is up in the following budget lines:

102/1100 – cemetery buildings/Cemetery interment income	£1,244
102/1161 – Cemetery buildings/ Chapel Hire	£ 22
105/1450 – Painted Room/Sales	£ 686
105/1451 – Painted Room/Donations	£ 15
120/1460 – Non-statutory services/Ceremony room income	£1,719
Total	£3,686

Recommendation

That Members receive and note the information provided in respect of overspends, noting that the current in-year overspend on budget line's totals is £52,992 noting and that this will change following journals and EMR movements where required.

Overspends identified

Cost Centre	Nominal Code	Description	Current overspend	Comments	Action required	Expected completion date
101	4205	Closed Churchyard/Grounds maintenance contract	£1,170	Overspend due to mispostings	Mispostings to be journaled to correct budget lines	19.11.2026 -AC confirmed journals done
102	4206	Cemetery/Grounds Maintenance	£4,683	Overspend due to cost of new path and repairs to perimeter wall	OM to advise on where funds for room works are to be taken from	Nov-26
102	4225	Cemetery/Skip hire	£176	Overspend due to increased clearance of waste in cemetery	Monitor - virement may be required by year end	Year end
102	4311	Cemetery/ Green Vehicle	£10,450	Cost of vehicle to be borne from General Reserve and reimbursed over three years from within budget	Include sum in 2027/28 and 2028/29 budget to reimburse funds	Mar-29
108	4000	Amenities Area/Salaries		AC asked to review - suspect misposting of Painted Room staff to this code instead of 230/4000	AC to confirm	Nov-26
115	4650	Town Centre Decorations/Ledbury in Bloom	£611	Increase in baskets due to post repairs and increased annual cost	Monitor - virement may be required by year end	Year end
118	4285	Minor Infrastrcuture/ Defib Maintenance	£948	Overspend due to purchase of additional defibrallators	Cost of Defib to be taken from EMR - Community projects	Nov-26
202	4119	Council properties/CCTV	£130	This appears to be due to an increase in maintenance costs	AC invetigating and will confirm	26-Nov-26

202	4170	Council properties/Maintenance	£14,926	Overspend due to works to painted room door and grab rails, faulty light fittings and heaters	OM to advise on where funds for painted room works are to be taken from	Nov-26
214	4897	Grants & Powers/LEAF	£10,000	There should have been an EMR for the £10,000 as it was funds not drawn down by LYAS previously	AC to create EMR taking £10,000 from General Reserve and then moving EMR funds to budget line	Nov-26
220	4430	FG&P/Aadvertising	£1,943	Overspend due to having to advertise additional roles and some twice	Agreed at meeting held on 05.11.2026 that £500 be moved from each of 108/4002 and 230/4002 to off set overspend	Nov-26
220	4460	Subsscriptions	£505	Several mispostings identified	AC requested to do journals	Nov-26
220	4550	Bank Charges	£973	Mispostings - due to receipt of credit card statement and AC not posting to correct budget lines	AC to review payments made on Credit Card and allocate to correct budget lines via journals	Nov-26
225	4420	Councillors/Newsletter	£388	Mispostings - AC has identified and corrected	Adjusted total is £311 funds available	Nov-26
230	4001	Management & Payroll/Agency Cover	£2,837	Overspend due to two staff leaving and using temporary staff	Overspend to be off set by Staff Salaries 230/4000	Year end
235	4415	Office facilities & Equipment/Office support & equipment	£2,831	Overspend due to purchase of Owl system and laptop - and Access to work	General Reserve to be repaid in 2027/28 budget re Owl system - Awaiting Reimbursement re Access to work	Year end
401	4455	Full Council/Postage	£421	AC investigating overspend		26-Nov-26
		Total overspends	£52,992			

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Closed Churchyard							
4205	Grounds Maintenance (Contract)	4,170	3,000	(1,170)		(1,170)	139.0%	
4224	Wheely Bins Refuse Collection	176	270	95		95	65.0%	
4250	Tree Works/Property Maintenanc	0	2,500	2,500		2,500	0.0%	
	Closed Churchyard :- Indirect Expenditure	4,346	5,770	1,425	0	1,425	75.3%	0
	Net Expenditure	(4,346)	(5,770)	(1,425)				
102	Cemetery & Buildings							
1100	Cemetery Interment Income	6,394	5,150	(1,244)			124.2%	
1110	Transfer Of Exclusive Right Of	50	0	(50)			0.0%	
1130	Cemetery Memorial Permit Incom	1,564	2,500	936			62.6%	
1131	Cemetery Deed Transfers Income	34	0	(34)			0.0%	
1160	Mortuary Rent Income	1,567	2,500	933			62.7%	
1161	Chapel Hire	172	150	(22)			114.7%	
	Cemetery & Buildings :- Income	9,781	10,300	519			95.0%	0
4000	Staff Salaries	(0)	0	0		0	0.0%	
4110	Rates	2,908	3,451	543		543	84.3%	
4115	Water	76	150	74		74	51.0%	
4122	Electricity	154	1,000	846		846	15.4%	
4169	Grounds Contractors	8,869	15,000	6,131		6,131	59.1%	
4170	Maintenance	20	0	(20)		(20)	0.0%	
4181	CCTV Maintenance Contract	0	103	103		103	0.0%	
4183	Memorial Board	0	103	103		103	0.0%	
4200	New Equipment	287	1,100	813	119	694	36.9%	
4201	Equipment Hire	0	500	500		500	0.0%	
4206	Grounds Maintenance	3,842	3,000	(842)	3,842	(4,683)	256.1%	
4223	Perimeter Wall Repairs	1,850	5,000	3,150		3,150	37.0%	
4225	Skip Hire	1,770	1,854	84	260	(176)	109.5%	
4227	Memorial Testing	0	500	500		500	0.0%	
4250	Tree Works/Property Maintenanc	0	3,500	3,500		3,500	0.0%	
4273	Scatter Garden & Memorial Tree	0	2,000	2,000		2,000	0.0%	
4300	Vehicle Repair	526	1,030	504	425	79	92.3%	
4310	Vehicle Replacement/Refurb	0	5,000	5,000		5,000	0.0%	
4311	Green Vehicle	3,900	3,000	(900)	9,550	(10,450)	448.3%	
4312	Storage Container	0	1,000	1,000		1,000	0.0%	
4330	Fuel	442	1,133	691		691	39.0%	
4340	Insurance, Tax & MOT	789	1,100	311		311	71.7%	
4416	Equipment Maintenance	1,274	2,000	726	198	528	73.6%	
4592	PPE/Health & Safety	39	515	476	7	470	8.8%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4594	Cemetery Mapping	95	407	312		312	23.3%	
	Cemetery & Buildings :- Indirect Expenditure	26,841	52,446	25,605	14,400	11,205	78.6%	0
	Net Income over Expenditure	(17,060)	(42,146)	(25,086)				
105	Painted Room							
1450	Painted Room Sales Income	2,436	1,750	(686)			139.2%	
1451	Painted Room Donations Income	7,515	7,500	(15)			100.2%	
	Painted Room :- Income	9,952	9,250	(702)			107.6%	0
4433	Card Machine rental	243	600	357		357	40.5%	
4434	Music Licence	0	500	500		500	0.0%	
4482	Website	10	0	(10)		(10)	0.0%	
4700	Stock Purchase	720	1,000	280	163	117	88.3%	
	Painted Room :- Indirect Expenditure	973	2,100	1,127	163	964	54.1%	0
	Net Income over Expenditure	8,978	7,150	(1,828)				
106	Bye Street Toilets							
4115	Water	0	1,600	1,600		1,600	0.0%	
4122	Electricity	0	2,000	2,000		2,000	0.0%	
4155	Housekeeping	424	3,000	2,576		2,576	14.1%	
4170	Maintenance	350	2,000	1,650	12	1,639	18.1%	
	Bye Street Toilets :- Indirect Expenditure	774	8,600	7,826	12	7,814	9.1%	0
	Net Expenditure	(774)	(8,600)	(7,826)				
107	Town Promotion							
4703	Promotional Material	1,365	3,000	1,635	750	885	70.5%	
4704	Tourism/ Town Plan Projects	911	5,150	4,239	55	4,184	18.8%	
4705	Signage	19	3,000	2,981	78	2,903	3.2%	
	Town Promotion :- Indirect Expenditure	2,295	11,150	8,855	883	7,972	28.5%	0
	Net Expenditure	(2,295)	(11,150)	(8,855)				
108	Amenity Areas							
4000	Staff Salaries	35,304	36,810	1,506		1,506	95.9%	
4002	Phased Staff Reveiw Costs	0	16,809	16,809		16,809	0.0%	
4122	Electricity	194	1,030	836		836	18.9%	
4200	New Equipment	0	100	100		100	0.0%	
4202	Repairs to Hanging Basket Pots	4,930	2,500	(2,430)	4,930	(7,359)	394.4%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205	Grounds Maintenance (Contract)	3,600	4,676	1,076		1,076	77.0%	
4210	Dog Hill Wood Coppicing	0	3,000	3,000		3,000	0.0%	
4228	General Tree works	0	4,000	4,000		4,000	0.0%	
4240	Upperfields Flood Scheme	0	0	0	7,541	(7,541)	0.0%	
4252	General Park Maintenance	568	1,000	432		432	56.8%	
	Amenity Areas :- Indirect Expenditure	44,596	69,925	25,329	12,471	12,859	81.6%	0
	Net Expenditure	(44,596)	(69,925)	(25,329)				
109	Masefield Matters							
1020	National Heritage Funding	70,899	0	(70,899)			0.0%	
1273	Event Income	14,095	0	(14,095)			0.0%	
	Masefield Matters :- Income	84,994	0	(84,994)				0
4000	Staff Salaries	29,276	0	(29,276)		(29,276)	0.0%	17,341
4051	Officers Travel/Conference/Sub	352	0	(352)	26	(378)	0.0%	341
4115	Water	2	0	(2)		(2)	0.0%	
4430	Advertising	728	0	(728)		(728)	0.0%	298
4436	Consultancy	2,000	0	(2,000)		(2,000)	0.0%	2,000
4607	Events	467	0	(467)		(467)	0.0%	467
4903	Professional Fees	6,935	0	(6,935)	1,911	(8,846)	0.0%	5,217
4904	Recruitment	500	0	(500)	500	(1,000)	0.0%	
4906	Event Costs	4,529	0	(4,529)		(4,529)	0.0%	4,529
4907	Equipment and Materials	60	0	(60)		(60)	0.0%	50
	Masefield Matters :- Indirect Expenditure	44,848	0	(44,848)	2,437	(47,285)		30,242
	Net Income over Expenditure	40,146	0	(40,146)				
6000	plus Transfers from EMR	30,242	0	(30,242)				
	Movement to/(from) Gen Reserve	70,388	0	(70,388)				
110	Recreation Ground							
4175	CCTV Maintenance	(75)	0	75		75	0.0%	
4205	Grounds Maintenance (Contract)	2,436	10,000	7,564	3,971	3,593	64.1%	
4224	Wheely Bins Refuse Collection	0	100	100		100	0.0%	
4229	Street Light Maintenance	0	500	500		500	0.0%	
4230	ROSPA Reports	0	80	80		80	0.0%	
4235	Play Equipment-New	0	10,000	10,000		10,000	0.0%	
4236	Play Equipment Maintenance	0	5,000	5,000		5,000	0.0%	
4237	Skate Park Maintenance	0	500	500		500	0.0%	
4238	Youth Shelter Maintenance	0	300	300		300	0.0%	
	Recreation Ground :- Indirect Expenditure	2,361	26,480	24,119	3,971	20,148	23.9%	0
	Net Expenditure	(2,361)	(26,480)	(24,119)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115	Town Centre Decorations							
1270	Christmas Lights Event	0	2,500	2,500			0.0%	
	Town Centre Decorations :- Income	0	2,500	2,500			0.0%	0
4122	Electricity	968	2,000	1,032		1,032	48.4%	
4640	Christmas Lights & Install	12,000	15,000	3,000	1,900	1,100	92.7%	
4650	Ledbury In Bloom	3,528	3,000	(528)	83	(611)	120.4%	
	Town Centre Decorations :- Indirect Expenditure	16,496	20,000	3,504	1,983	1,521	92.4%	0
	Net Income over Expenditure	(16,496)	(17,500)	(1,004)				
118	Minor Infrastructure							
4176	CCTV Link to Hereford	5,513	12,000	6,487		6,487	45.9%	
4276	External power supply -High St	258	1,030	772		772	25.1%	
4285	Defibrillator Maintenance	320	1,500	1,180	2,128	(948)	163.2%	
	Minor Infrastructure :- Indirect Expenditure	6,092	14,530	8,438	2,128	6,310	56.6%	0
	Net Expenditure	(6,092)	(14,530)	(8,438)				
120	Non-Statutory Services							
1460	Ceremony Room Income	6,719	5,000	(1,719)			134.4%	
	Non-Statutory Services :- Income	6,719	5,000	(1,719)			134.4%	0
4004	Wedding Decorations	97	250	153	14	138	44.7%	
4007	Ceremony Room Licence Fee	0	500	500		500	0.0%	
4020	Cleaning	0	300	300		300	0.0%	
	Non-Statutory Services :- Indirect Expenditure	97	1,050	953	14	938	10.6%	0
	Net Income over Expenditure	6,621	3,950	(2,671)				
125	Green Spaces Maintenance							
1710	Lengthsman (basic) Income	1,280	3,000	1,720			42.7%	
	Green Spaces Maintenance :- Income	1,280	3,000	1,720			42.7%	0
4013	Devolved Services	0	500	500		500	0.0%	
4014	Lengthsman Scheme/P3 Scheme	720	3,000	2,280		2,280	24.0%	
	Green Spaces Maintenance :- Indirect Expenditure	720	3,500	2,780	0	2,780	20.6%	0
	Net Income over Expenditure	560	(500)	(1,060)				
127	Services and Events							
1271	Event Sponsorship	50	0	(50)			0.0%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1273	Event Income	563	0	(563)			0.0%	
1471	Dog Bags	131	500	369			26.2%	
	Services and Events :- Income	744	500	(244)			148.8%	0
4271	Dog Bags	447	721	274		274	62.0%	
4595	Climate Change	2,000	2,000	0		0	100.0%	
4600	Town Crier/Fees & Subs	0	300	300		300	0.0%	
4601	Town Crier/Uniforms	0	500	500		500	0.0%	
4605	Events Barriers	0	103	103		103	0.0%	
4607	Events	4,914	13,500	8,586	2,488	6,098	54.8%	
4850	Poppy Wreath	0	80	80		80	0.0%	
	Services and Events :- Indirect Expenditure	7,362	17,204	9,842	2,488	7,355	57.3%	0
	Net Income over Expenditure	(6,617)	(16,704)	(10,087)				
201	Market House							
1030	Market House Income	1,760	4,000	2,240			44.0%	
	Market House :- Income	1,760	4,000	2,240			44.0%	0
4110	Rates	123	0	(123)		(123)	0.0%	
4115	Water	36	0	(36)		(36)	0.0%	
4122	Electricity	53	0	(53)		(53)	0.0%	
4170	Maintenance	0	0	(0)		(0)	0.0%	
	Market House :- Indirect Expenditure	212	0	(212)	0	(212)		0
	Net Income over Expenditure	1,548	4,000	2,452				
202	Council Properties							
4000	Staff Salaries	16,343	37,500	21,157		21,157	43.6%	
4002	Phased Staff Reveiw Costs	4,288	0	(4,288)		(4,288)	0.0%	
4021	Rubbish Collection	439	750	311		311	58.6%	
4051	Officers Travel/Conference/Sub	10	0	(10)		(10)	0.0%	
4110	Rates	5,875	9,682	3,807		3,807	60.7%	
4115	Water	584	850	266		266	68.7%	
4116	Confidential Waste - Shredding	758	1,200	442		442	63.2%	
4119	CCTV New	250	120	(130)		(130)	208.3%	
4122	Electricity	9,346	17,970	8,624		8,624	52.0%	
4150	Cleaning	2,891	3,000	109		109	96.4%	
4155	Housekeeping	247	515	268	57	211	59.0%	
4170	Maintenance	4,519	10,300	5,781	20,708	(14,926)	244.9%	
4171	PAT Testing	0	250	250		250	0.0%	
4179	Quinquennial Works	0	700	700		700	0.0%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4185	Alarms	2,773	5,000	2,227		2,227	55.5%	
4186	Listed Building Reserve	695	10,000	9,305		9,305	7.0%	695
4433	Card Machine rental	10	0	(10)		(10)	0.0%	
	Council Properties :- Indirect Expenditure	49,028	97,837	48,809	20,765	28,044	71.3%	695
	Net Expenditure	(49,028)	(97,837)	(48,809)				
6000	plus Transfers from EMR	695	0	(695)				
	Movement to/(from) Gen Reserve	(48,333)	(97,837)	(49,504)				
205	Ceremony Room							
1460	Ceremony Room Income	(1)	0	1			0.0%	
	Ceremony Room :- Income	(1)	0	1				0
	Net Income	(1)	0	1				
210	Civic Matters							
4501	Mayor's Hospitality	0	1,100	1,100		1,100	0.0%	
4529	Civic Insignia	28	2,000	1,973		1,973	1.4%	
4531	Roll of Honour	0	50	50		50	0.0%	
4532	Flag Pole	0	200	200		200	0.0%	
4535	Civic Hospitality	159	1,100	941		941	14.4%	
	Civic Matters :- Indirect Expenditure	186	4,450	4,264	0	4,264	4.2%	0
	Net Expenditure	(186)	(4,450)	(4,264)				
214	Grants with Powers							
1718	October Fair Donation Income	0	2,500	2,500			0.0%	
	Grants with Powers :- Income	0	2,500	2,500			0.0%	0
4800	Barrett Browning Clock	299	700	401		401	42.6%	
4805	Citizens Advice Worcs	0	5,000	5,000		5,000	0.0%	
4827	Community Action Ledbury	12,000	12,000	0		0	100.0%	
4875	Distinguished Citizen Awards	142	250	108		108	56.7%	
4876	October Fair Expenditure	12	500	488		488	2.5%	
4887	Ledbury Community Youth Worker	16,425	21,900	5,475		5,475	75.0%	
4888	Ledbury Fringe	1,000	1,000	0		0	100.0%	
4889	Ledbury Primary Schoool PTA	1,500	1,500	0		0	100.0%	
4890	Unspecified Grants	7,386	21,000	13,614		13,614	35.2%	
4897	LEAF	10,940	940	(10,000)		(10,000)	1163.8%	
4898	Ledbury Carnival	5,000	5,000	0		0	100.0%	
	Grants with Powers :- Indirect Expenditure	54,703	69,790	15,087	0	15,087	78.4%	0
	Net Income over Expenditure	(54,703)	(67,290)	(12,587)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220	Finance and General Purposes							
1870	Bank Interest Received Income	5,048	10,000	4,952			50.5%	
1900	Precept Income	815,859	815,859	0			100.0%	
1902	Western Power WayLeave	126	126	0			100.0%	
	Finance and General Purposes :- Income	821,033	825,985	4,952			99.4%	0
4130	Insurance	99	21,650	21,551		21,551	0.5%	
4185	Alarms	(0)	0	0		0	0.0%	
4415	Office Support & Equipment	22	0	(22)		(22)	0.0%	
4430	Advertising	1,595	2,300	705	2,648	(1,943)	184.5%	
4433	Card Machine rental	229	618	389		389	37.1%	
4460	Subscriptions	4,389	4,000	(389)	117	(505)	112.6%	
4482	Website	10	0	(10)		(10)	0.0%	
4550	Bank Charges	1,488	515	(973)		(973)	288.9%	
4551	Data Protection	259	500	241		241	51.8%	
4579	Audit Internal	399	2,500	2,101		2,101	16.0%	
4580	Audit External	0	3,000	3,000		3,000	0.0%	
4590	Professional Services	10,995	20,000	9,005	6,400	2,605	87.0%	
4592	PPE/Health & Safety	0	500	500	35	465	7.0%	
4607	Events	196	0	(196)		(196)	0.0%	
	Finance and General Purposes :- Indirect Expenditure	19,681	55,583	35,902	9,200	26,702	52.0%	0
	Net Income over Expenditure	801,352	770,402	(30,950)				
225	Councillors/Newsletter							
4420	Newsletter	321	1,000	679	1,067	(388)	138.8%	
4500	Town Mayors Expenses	5	1,000	995		995	0.5%	
4502	Mayor's Advertising	0	500	500		500	0.0%	
4520	Councillors Expenses	0	300	300		300	0.0%	
4525	Councillors Training	192	1,545	1,353		1,353	12.4%	
4540	Election Expenses	200	300	100	115	(15)	105.0%	
4545	Annual & Other Meetings	238	250	12		12	95.3%	
	Councillors/Newsletter :- Indirect Expenditure	956	4,895	3,939	1,182	2,757	43.7%	0
	Net Expenditure	(956)	(4,895)	(3,939)				
230	Management and Payroll							
4000	Staff Salaries	181,462	314,454	132,992		132,992	57.7%	
4001	Agency Cover	5,837	3,000	(2,837)		(2,837)	194.6%	
4002	Phased Staff Reveiw Costs	1,993	35,159	33,166		33,166	5.7%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050	Staff Training	1,990	6,180	4,190	842	3,348	45.8%	
4051	Officers Travel/Conference/Sub	400	2,500	2,101		2,101	16.0%	
	Management and Payroll :- Indirect Expenditure	191,682	361,293	169,611	842	168,769	53.3%	0
	Net Expenditure	(191,682)	(361,293)	(169,611)				
235	Office Facilities & Equipment							
1036	Photocopier Printing	42	0	(42)			0.0%	
1470	Photocopies Income	9	700	691			1.2%	
	Office Facilities & Equipment :- Income	51	700	650			7.2%	0
4155	Housekeeping	8	0	(8)		(8)	0.0%	
4170	Maintenance	5	1,000	995		995	0.5%	
4400	Stationery	902	3,000	2,098	574	1,524	49.2%	
4405	Photocopier Hire	2,607	5,000	2,393		2,393	52.1%	
4415	Office Support & Equipment	3,133	2,500	(633)	2,197	(2,831)	213.2%	
	Office Facilities & Equipment :- Indirect Expenditure	6,656	11,500	4,844	2,772	2,073	82.0%	0
	Net Income over Expenditure	(6,605)	(10,800)	(4,195)				
301	Planning/Economic Development							
1034	Tourist Information Centre	119	200	81			59.3%	
1090	Charter Market Income	5,376	8,000	2,625			67.2%	
	Planning/Economic Development :- Income	5,494	8,200	2,706			67.0%	0
4233	Gazebos	225	500	275		275	45.0%	
4543	Neighbourhood Plan	0	500	500		500	0.0%	
4546	Traffic Management	0	2,000	2,000		2,000	0.0%	
4549	Charter Market improvements	45	2,060	2,015	53	1,962	4.7%	
4553	Tourist Information Centre	140	3,060	2,920		2,920	4.6%	
4554	Charter Market Strategy	0	10,500	10,500		10,500	0.0%	
	Planning/Economic Development :- Indirect Expenditure	410	18,620	18,210	53	18,157	2.5%	0
	Net Income over Expenditure	5,084	(10,420)	(15,504)				
401	Full Council							
4455	Postage	672	412	(260)	161	(421)	202.1%	
4481	Telephones	4,316	6,180	1,864		1,864	69.8%	
4482	Website	686	4,120	3,435		3,435	16.6%	
4483	ICT Services & Software Lease	12,918	11,000	(1,918)	325	(2,243)	120.4%	
4484	Repay GR for Lease Line	0	3,500	3,500		3,500	0.0%	
	Full Council :- Indirect Expenditure	18,591	25,212	6,621	486	6,135	75.7%	0
	Net Expenditure	(18,591)	(25,212)	(6,621)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	941,806	871,935	(69,871)			108.0%	
Expenditure	499,906	881,935	382,029	76,248	305,781	65.3%	
Net Income over Expenditure	441,900	(10,000)	(451,900)				
plus Transfers from EMR	30,937	0	(30,937)				
Movement to/(from) Gen Reserve	472,837	(10,000)	(482,837)				

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 15

Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – NOVEMBER (INTERIM)

Purpose of Report

The purpose of this report is to ask Members to approve invoices for payment for November 2026 in (Final) the sum of £6,944.81plus VAT**.**

Detailed Information

Attached is a list of payments for approval in the sum of **£6,944.81** plus VAT. This list represents payments in relation to November 2026 (Final).

Any overspends identified have been explained in the report accompanying the Budget Monitoring papers at agenda item 13(iii).

November Salaries

In addition to the attached invoices Members are requested to note that the cost of the salaries for Month 8 (November) was **£34,331.36.**

This total is broken down as follows:

Salaries (Net)	£26,168.74
Employer TAX/NICs	£ 3,618.04
Employer Pension	£ 4,544.58
TOTAL	**£34,331.36**

Recommendation

1. That Members approve the invoices for payment in the sum of £6,944.81 plus VAT.

2. That Members receive and note the information in respect of the month 8 salaries.

Creditors for Month No 8 Order by Invoices Entered

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/11/2026	1025	1171	PLATFORM ONE	PLAT	500.00	100.00	600.00	4903	109	500.00	Design Work for Masefield Memo
31/10/2026	EXP EC	1172	EMMA	EMM001	7.90	0.00	7.90	4051	109	7.90	Meeting expenses Shakespeare
06/11/2026	000496	1173	G P	GP001	6.00	0.00	6.00	4460	220	6.00	Ledbury Reporter
30/11/2026	MILEAGE 7	1174	APRICE	AP	109.20	0.00	109.20	4050	230	109.20	Mileage
31/10/2026	16257	1176	BLISS	BLI001	414.00	82.80	496.80	4150	202	414.00	LTC Cleaning
31/10/2026	00181	1178	DMPROP	DMP001	1,844.00	0.00	1,844.00	4205	108	600.00	Mowing Recreation Ground
								4205	101	540.00	Mowing Closed Churchyard
								4205	108	360.00	Mowing Martins Way
								4205	108	240.00	Mowing Deer Park
								4205	108	52.00	Mowing Walled Garden
								4205	108	52.00	Mowing Queens Walk
02/11/2026	GB60012TVV40VI	1179	AMAZON	AMA001	10.28	2.06	12.34	4004	120	10.28	Wedding Decorations
02/11/2026	GB60003GWK5511	1180	AMAZON	AMA001	7.89	1.58	9.47	4004	120	7.89	Wedding Decorations
30/10/2026	GB690N37CAEUI	1182	AMAZON	AMA001	14.38	2.88	17.26	4400	235	14.38	CR2032 Batteries
30/10/2026	GB60033VY1KLBI	1183	AMAZON	AMA001	8.86	1.77	10.63	4400	235	4.01	CR2032 Batteries
								4400	235	4.85	Feather Duster
30/10/2026	82	1184	LEDHARD	LED002	137.43	27.49	164.92	4170	202	29.83	Tape Measure
								4705	107	48.53	DIY Goods LTC & Cemetery
								4200	102	59.07	DIY Goods LTC & Cemetery
05/11/2026	GB60B87VRELIJI	1186	AMAZON	AMA001	18.32	3.66	21.98	4155	235	18.32	Pump Action Flask
02/11/2026	0859	1187	FRANW	FRAN001	62.50	0.00	62.50	4230	110	62.50	Play equipment inspection
04/11/2026	001	1188	ENTERTAINMENT	ENT001	1,000.00	0.00	1,000.00	4607	127	1,000.00	Live Band for Christmas Lights
29/10/2026	208201	1189	HEREFORDSHIRE FIRE	HEREFIRE	345.00	69.00	414.00	4592	220	345.00	Supply 4 x 6L Water-Mist Extin
27/10/2026	CLERKS	1190	CLERKS	CLE001	15.50	0.00	15.50	4460	220	15.50	Subscription Clerks & Councils
26/10/2026	80970	1191	HMS	HMS	55.00	11.00	66.00	4170	202	55.00	Investigate Storage Heaters
18/11/2026	66854048	1203	HOOPLE	HOOP	750.36	150.07	900.43	4430	220	750.36	Temporary Receptionist
17/11/2026	CODDINGTON1	1207	CODDINGTON	CODD	670.00	0.00	670.00	4704	107	670.00	Christmas Trees
02/11/2026	GB6000B8NSMRJI	1208	AMAZON	AMA001	6.00	1.20	7.20	4004	120	6.00	Wedding Decorations

Creditors for Month No 8 Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
22/11/2026	539	1209	AMYAMELIA	AMY001	470.00	0.00	470.00	4607	127	460.00	Winter Fairy Christmas Switch
								4607	127	10.00	Winter Fairy
				TOTAL INVOICES	6,452.62	453.51	6,906.13			6,452.62	
			VAT ANALYSIS CODE E @ 0.00%		2,514.00	0.00	2,514.00				
			VAT ANALYSIS CODE OTS @ 0.00%		1,548.00	0.00	1,548.00				
			VAT ANALYSIS CODE S @ 20.00%		2,267.52	453.51	2,721.03				
			VAT ANALYSIS CODE Z @ 0.00%		123.10	0.00	123.10				
				TOTALS	6,452.62	453.51	6,906.13				

Creditors for Month No 8 Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
02/11/2026	A-DDA9D9877	1211	EON	EON001	86.56	0.00	86.56	4122	202	86.56	A-DDA9D9877/1211/EON Next Ener
02/11/2026	XX60002IKP0IDT	1212	AMAZON	AMA001	6.63	0.00	6.63	4415	235	6.63	Extra Long Charging cable
20/11/2026	INV-2220	1213	IACAUDIT	IAC	399.00	79.80	478.80	4579	220	399.00	Internal Audit Interim
				TOTAL INVOICES	492.19	79.80	571.99			492.19	
			VAT ANALYSIS CODE S @ 20.00%		399.00	79.80	478.80				
			VAT ANALYSIS CODE Z @ 0.00%		93.19	0.00	93.19				
				TOTALS	492.19	79.80	571.99				

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 16

Report prepared by Angela Price – Town Clerk

LEASED LINE RENEWAL

Amended report for agenda item 13 (original report dated 5 November 2026)
Report prepared by Angela Price, Town Clerk and Responsible Financial Officer.

Purpose of Report

The purpose of this report is to ask Members to consider the renewal of the leased line serving the Council's Church Lane offices as per the information provided by OMS UK Ltd.

Detailed Information

1. Relocation and Early Termination

   OMS advises that the circuit is tied to the current address for the full contract term and cannot be transferred to new premises. If the Council moves before the end of the term, it will still have to pay the remaining charges at Church Lane and could also incur installation and service charges for connectivity at the new premises. OMS has confirmed that renewal on the existing circuit carries no installation charge.

   The three-year 200 Mbps option saves £274.08 in the first year against the one-year quote. If the Council moved after 12 months of a three-year term, the remaining 24 months would cost £6,451.68 plus VAT. With relocation still under consideration, the saving does not justify that exposure. If the Council retains and lets space at Church Lane, the line could be offered as part of a future letting, but any recovery of the cost would depend on the terms agreed with a tenant.

2. Financial implications

   The original report gave 17 November 2026 as the expiry date and recorded an expected out-of-contract rate of £291.66 per month plus VAT, an increase of £19.18 on the previous monthly charge. All figures below exclude VAT and assume unchanged monthly charges.

Service & Term	Monthly	Annual	Term Total
Current Contract	£272.48	£326,976	-
Out of Contract	£291.66	£3,499.92	-
200Mbps one year	£291.66	£3,499.92	£3,499.92
200Mbps three years	£268.82	£3,225.84	£9,677.52
1Gbps one year	£318.43	£3,821.16	£3,821.16

The one-year 200 Mbps quote matches the stated out-of-contract rate. The existing 1 Gbps bearer allows a later speed upgrade subject to price and terms. The information available identifies no current capacity constraint that would justify paying for an upgrade.

3. Additional Information

OMS confirms that the Council has a dedicated, uncontended Wires Only Ethernet service and describes it as symmetrical, with the same upload and download speeds. The purchased speeds and bandwidth type should be confirmed on the order. For Standard Bandwidth Type, Zen's SLA treats throughput below 20% of purchased bandwidth as a breach under clause 3.3. The SLA provisions for a Zen-supplied router do not apply to Wires Only Ethernet.

Zen's SLA sets 99.90% availability for Wires Only Ethernet, 24-hour telephone fault contact and a one-hour response standard. The six-hour repair standard for qualifying circuit faults runs from the later of the fault report and the issue of a fault ticket. Exclusions include scheduled maintenance, customer interference, third-party severance outside Zen's control and force majeure. Where a claim qualifies, Zen service credits are capped at 27.5% of the quarterly charge and subject to a separate monthly cap. A claim must be made within 30 days of reporting the fault using a valid ticket. Officers should confirm how OMS would report faults, claim credits and pass them on to the Council.

OMS support is governed by the Council's separate Managed Service Agreement. OMS advises that its contracted support hours are 9.00 am to 5.30 pm, Monday to Friday. Any assistance OMS offers outside those hours is discretionary. OMS advises that equipment or cabling damage or loss may incur charges, faults caused by the Council may attract labour charges, and moving the fibre termination box within the building is chargeable.

Business continuity: There is no automatic backup connection. Remote working can help maintain some services during an office outage. Given the cost and practical constraints of alternative connections at Church Lane, it is recommend to retain the current arrangement without a dedicated backup circuit and reviewing this if service needs or premises change.

Recommendations

That Council approve retaining the 200 Mbps service without a separate backup circuit and authorise the Town Clerk to renew for one year at £291.66 per month plus VAT.

Ethernet Leased Lines SLA

Managed & Wires Only

1 SCOPE

1.1 This SLA sets out the Service Levels provided in relation to Zen Internet's Ethernet Leased Line Services (including Fibre Ethernet, EoFTTC and EFM) and is subject to Zen Internet's General Terms and Conditions and Leased Lines Specific Terms and Conditions.

1.2 In the event of any conflict, the order in which each document will take precedence over the other is as follows: (i) this SLA, (ii) Leased Lines Specific Terms and Conditions and (iii) General Terms and Conditions.

1.3 Definitions (i.e. capitalised words and expressions) used in this SLA shall have the meaning set out in the General Terms and Conditions and Leased Lines Specific Terms and Conditions, unless and to the extent provided otherwise in this SLA.

1.4 This SLA shall commence on the date that the Leased Line Service goes live and is made available to the Customer. For the avoidance of doubt, the Service Levels will not take effect until the Leased Line Service has gone live.

2 DEFINITIONS

"24/7" means twenty four hours, seven days a week, 365 days a year.

"Access Router" means a device which sits at the periphery of Zen's network and controls the switching of traffic from Leased Lines into Zen's backbone network.

"Business Hours" means between the hours of 9am to 5pm Monday to Friday excluding public holidays.

"Customer Premises Equipment" or "CPE" means terminating equipment (i.e. Zen Supplied Routers) installed at a customer site and connected to the leased line.

"Demarcation Point" means the point between the CPE and the NTU, being the point where Zen Internet's responsibility under this SLA ends and the Customer's responsibility begins. This will normally be where the Customer network connects to a port/ports on the Zen Supplied Router save where the Customer supplies the router, (Wires Only Ethernet), in which case it will be where the NTU connects to the Customer router.

"Emergency Maintenance" means outline, preventative maintenance which must be carried out by Zen Internet to the Zen Network, which is anticipated to have an effect on the service provided to the customer, with limited notification.

"Force Majeure" means any event or circumstances beyond our or any of our suppliers' reasonable control (including, but not limited to, fire, lightning, explosion, war, disorder, flood, industrial dispute, sabotage, weather conditions or acts of local or central Government or other competent authorities).

"Leased Circuit Equipment" means the NTU and may, as the context requires, also refer to the Leased Line and Zen Supplied router.

"Managed Internet Access" means a Leased Line provided with a Zen Supplied Router.

"Network Termination Unit" or "NTU" means the device that connects the Leased Line with the CPE that marks the final interconnect between the public network and a customer's private equipment.

"Operational Secondary Connection" means a secondary circuit acting as failover/ resilience to the primary Leased Line (e.g. ADSL, FTTx or a second Leased Line circuit).

"Packet Loss" means the loss of data packets arising out of breakdown in the physical transmission media or being intentionally discarded due to network congestion.

"Scheduled Maintenance" means outline, preventative or emergency maintenance carried out by Zen Internet to the Zen Network which is anticipated to have an effect on the service provided to the customer.

"Service Levels" means the service levels described in clauses 3, 4, 5 and 6 of this SLA, subject to the conditions and exclusions in Clauses 9, 10, 11 and 12.

"SLA" means this Service Level Agreement.

"Wires Only Ethernet" means a Leased Line provided without a Zen Supplied Router as an unmanaged service. In this scenario, the Customer provides, and manages, terminating equipment to connect to the leased line.

"Zen Internet's Edge Network" means the network zone in Zen Internet's network where Customer terminating equipment is located.

"Zen Supplied Router" means a router provided by Zen Internet to facilitate access to the Leased Circuit.

3 OPERATION OF THE LEASED CIRCUIT

3.1 A Leased Circuit will be treated as available when the Customer is able to send and receive data between the Customer Network and the Internet via the Zen Supplied Router

3.2 Where a Wires Only Ethernet service has been provided, a Leased Circuit will be treated as available when the Customer is able to send and receive data between the NTU and Zen's Access Router.

3.3 A Leased Circuit will be treated as unavailable when data cannot be passed between the Zen Supplied Router, or NTE in the event of Wires Only Ethernet, and Zen Internet's Edge Network. Standard Bandwidth Type will be treated in breach of this SLA only where throughput falls below 20% of purchased bandwidth as stated on the Customer Order Form.

4 PERFORMANCE OF THE LEASED CIRCUIT

4.1 Zen Internet will ensure that Packet Loss will not exceed 0.2% across the Leased Circuit, as measured over any continuous 15 minute period during the term of this SLA.

4.2 Zen Internet will ensure that the average round trip time for data packets will not exceed 15ms (milliseconds) between the Zen Supplied Routers at each Customer site or between a Zen Supplied Router and the interface with Zen Internet's Edge Network, as measured over any continuous 15 minute period during the term of this SLA.

5 OPERATION OF THE ZEN SUPPLIED ROUTER

5.1 Zen Internet will ensure that the configuration and operation of any Zen Supplied Router will not adversely affect the availability of the Leased Circuit under Clause 4.

5.2 Zen Internet will ensure that each Zen Supplied Router will be available 100% during the term of this SLA in respect of data transmission utilising a Zen Supplied Router.

5.3 Zen Internet will ensure that operating software on a Zen Supplied Router remains up to date and in line with the manufacturer's specifications.

5.4 In the event of failure of any Zen Supplied Router, Zen Internet will ensure that a suitably configured replacement will be available to the Customer within 4 hours of the failure being identified by the Customer and notified to Zen Internet in accordance with this SLA.

6 SUPPORT

6.1 Zen Internet will ensure that a Zen technician is contactable by the Customer 24/7 by telephone, and during business hours by e-mail, subject to Clause 6.2.

6.2 Zen Internet will ensure that calls for assistance concerning a Leased Circuit or Zen Supplied Router will receive a response by telephone or other equivalent communication within 1 hour, from 24/7 and/or during business hours by e-mail.

6.3 Zen Internet will ensure that faults affecting availability of Leased Circuits in respect of EFM Circuits, Fibre Ethernet Circuits and EoFTTC Circuits will be resolved within 6 hours of (the later of) the fault being raised by the Customer and a fault ticket number being assigned to the Customer.

6.4 Zen Internet will ensure that faults affecting availability of any Zen Supplied Router will be responded to in 4 hours of (the later of) the fault being raised by the Customer and a fault ticket number being assigned to the Customer.

6.5 A fault shall be treated as resolved when the Leased Circuit is available to the Customer.

7 NETWORK MAINTENANCE

7.1 Zen Internet and/or its third party agencies periodically conduct Scheduled Maintenance that may affect availability of Zen Supplied Routers or Leased Circuits. Zen Internet and/or its third party agencies will make every reasonable effort to ensure that Scheduled Maintenance does not affect availability of the Leased Line Service, but reserve the right to carry out Scheduled Maintenance and shall give the Customer as much notice as is reasonably practicable to ensure proper operation of the Leased Line Service.

7.2 Zen Internet actively monitors network traffic on the Leased Circuit at 5 minute intervals on all principal Demarcation Points; either collectively at aggregation points for services such as xDSL or individually for Leased Circuits and co-located service ports. The data gathered is used for the purposes of capacity planning and fault detection.

8 COMPENSATION

8.1 Subject to the Availability SLG as specified in Clause 12 (Service Levels), if Zen Internet fails to meet the Service Level, Zen Internet will credit the Customer with the equivalent of one day's service charge for each hour the fault persists, from the time of (the later of) a fault being raised

and a ticket number being assigned, subject to a maximum credit of 27.5% of the quarterly service charge for that Quarter.

8.2 If Zen Internet fails to meet the Service Level described in Clause 4 (Performance of the Leased Circuit) in any Quarter, Zen Internet will credit the Customer with the equivalent of one day's service charge for each hour the fault persists, from the time of (the later of) a fault being raised and a ticket number being assigned, subject to a maximum credit of 27.5% of the quarterly service charge for that Quarter.

8.3 If Zen Internet fails to meet the Service Level described in Clause 5 (Operation of the Router) in any Quarter, Zen Internet will credit the Customer with the equivalent of one day's service charge for each hour the fault persists, subject to a maximum credit of 27.5% of the quarterly service charge for that Quarter.

8.4 If Zen Internet fails to meet the Service Level described in Clause 6 (Support) in any Quarter, with respect to response time, Zen Internet will credit the Customer with the equivalent of one day's service charge for each hour a support issue remains unacknowledged by Zen Internet, subject to a maximum credit of 27.5% of the quarterly service charge for that Quarter.

8.5 If Zen Internet fails to meet the Service Level described in Clause 6 (Support) in any Quarter, with respect to Leased Circuit availability resolution time, Zen Internet will credit the Customer with the equivalent of one day's service charge for each hour a service affecting fault remains unresolved, subject to a maximum credit of 27.5% of the quarterly service charge for that Quarter.

8.6 If Zen Internet fails to meet the Service Level described in Clause 6 (Support) in any Quarter, with respect to router availability resolution time, Zen Internet will credit the Customer with the equivalent of one day's service charge for each hour a service affecting fault remains unresolved, subject to a maximum credit of 27.5% of the quarterly service charge for that Quarter.

8.7 All service charge credits will be raised in respect of the service charge for the affected product or service in the next charging period that follows the period of 30 days following the failure in question and are subject to the terms of Clause 10. Credits raised will be deducted from the Customer's next invoice.

8.8 For the purposes of this SLA, "Quarter "shall mean the first 3 months from the commencement of this SLA and each successive period of 3 months (unless otherwise agreed between the parties).

9 NOTIFICATIONS

9.1 The Customer must telephone the Business Support Unit as soon as a problem with the Leased Circuit or Zen Supplied Router is discovered.

9.2 Following preliminary diagnostic work to identify the nature of the fault with the service, a fault ticket will be issued by Zen Internet in relation to the fault. Only one fault ticket will be issued in relation to a fault whether or not the fault gives rise to a failure of one or more Service Levels.

9.3 The Customer must supply all necessary data to identify and corroborate the presence of a fault and provide all necessary assistance to the Zen technician in determining the cause of the fault condition.

9.4 Claims under this SLA must be raised with the account manager responsible for the Leased Line in writing subject to Clause 11.3.

10 COMPENSATION AND CONDITIONS LIMITS

10.1 Service credits or other claims for financial compensation in any given calendar month in which a fault occurs shall not in any circumstances exceed the total monthly service charge (i.e. the actual monthly charge or a pro-rated monthly charge where the actual billing period is longer than a month) for the Leased Line Service for such given month, regardless of the number of faults reported and/or occurring in that period against any other product or service supplied by Zen Internet.

10.2 Customers can only make one claim under the Service Levels set out in Clauses 3, 4, 5 and 6 of this SLA (pursuant to Clause 9) in respect of a single fault ticket and accordingly service credits will not exceed the amount of one day's service charge for each hour of failure (notwithstanding that such failure is a concurrent failure of two or more of the said Service Levels) arising out of one fault, subject to a maximum credit of 27.5% of the service charge for the Quarter in which the failures occur. The Customer may elect to claim under the Service Level that gives rise to the greatest amount of service credit.

10.3 Claims for service credits cannot be made unless:

10.3.1 Made within 30 days of a fault being reported by the Customer;

10.3.2 Lodged with the Zen Internet account manager responsible for the product; and accompanied by a valid fault ticket number.

11 EXCLUSIONS

11.1 The Service Levels will not apply and accordingly claims for service credits or other financial compensation whatsoever cannot be made in respect of the following:

11.1.1 Outages and/or loss or failure of service resulting from Scheduled Maintenance that may affect availability of all or any part of the Leased Line Service;

11.1.2 Faults where the cause has been identified as being a malicious act or otherwise through the actions of another Zen Internet user that have been found to be in breach of Zen Internet's stated Acceptable Use Policy (AUP) or product terms and conditions;

11.1.3 Faults which are the result of misuse or interference by the Customer or any third party with the Zen Supplied Router or Leased Circuit Equipment; and

11.1.4 Faults which are the result of data transmission originating from equipment owned or managed by the Customer.

11.1.5 Any outage and/or loss or failure of service caused by any act or omission of the Customer in breach of this SLA or other contract with Zen Internet.

11.1.6 Any outage and/or loss or failure of service resulting from the severance or break in the Leased Circuit by any third party outside the control of Zen Internet.

11.1.7 Any outage and/or loss or failure of service resulting from Force Majeure.

12 Service Levels

Ethernet Service	With Operational Secondary Connection (e.g. failover circuits)	Availability SLG
Managed Internet Access	Yes	100.00%
Managed Internet Access	No	99.90%
Wires Only Ethernet	N/A	99.90%

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 17

Report prepared by Angela Price – Town Clerk

INTERIM INTERNAL AUDIT 2026/27

Purpose of Report

The purpose of this report is to provide Members with the Internal Auditors Interim Report in respect of the 2026/2 financial year, and to provide suggested responses to the Observations within.

Detailed Information

The Internal Auditor, Kevin Rose, of IAC Audit & Consultancy Ltd visited the Town Council offices on Monday, 2 November 2026 to carry out an interim audit in respect of the 2025/26 financial year.

The following documents are attached for Members consideration:

1. Interim Internal Audit Report
2. Interim Audit Summary
3. Observations

Members will note that there are 22 observations, with a mix of high and medium priorities. The Clerk/RFO has provided recommended responses for each of the observations in the attached Observations document.

The Clerk has received updated versions of the NALC Standing Orders and Financial Regulations and will update these and provide them to the next meeting of Council for approval.

Recommendation

1. That Members accept the proposed responses provided by the Clerk/RFO and authorise the Clerk to provide the responses to the Internal Auditor accordingly.

2. That the Clerk make arrangements for actions to be undertaken and the relevant reports to be provided to a future meeting of Council accordingly.

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

Date: 12 November 2026

Dear Angie,

Interim Internal Audit Report

An audit was carried out by Kevin Rose on Monday 2 November 2026. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 217 items. A total of 114 items were tested during this audit, including items that were examined and tested as part of the pre-audit process.

Areas subject to audit were;

-the accounting system and records (Box A)
-the payment system (Box B)
-risk and insurance (Box C)
-budget and precept setting and monitoring (Box D)
-income billing, collection and VAT (Box E)
-cash payments (Box F)
-payroll(Box G)
-assets and investments (Box H)
-bank reconciliations (Box I)
-accounting Statements (Box J)
-publication of transparency information (Box L)
-the exercise of public rights (Box M)
-the publication of the Annual Governance and Accountability Return (Box N)
-compliance with digital and data legislation (Box O)

Of the 107 applicable items tested a Positive response was obtained in respect of eighty-nine tests. There were eighteen Negative responses and there were twenty-two Observations made. details of which are set out in the attached 'Internal Audit Observations'.

Summary of tests undertaken during this audit

Positive response	89
Negative response	18
Not Applicable to your Council	7
Total tests carried out	**114**
Non-Compliances	-

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

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

Yours sincerely,



Kevin Rose ACMA
Director

Interim Audit testing Ledbury Town Council

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

Audit 1 Date **2 November 2026**

Internal Control Objective		Tested	Positive	Negative	N/A	Observations	Non Compliance
Box A	*Appropriate accounting records have been properly kept throughout the financial year.*	6	6	-	-	-	
Box B	*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*	31	25	4	2	6	
Box C	*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*	4	4	-	-	-	
Box D	*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*	18	12	4	2	4	
Box E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*	16	12	2	2	3	
Box F	*Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*	10	9	-	1	-	
Box G	*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*	1	1	-	-	-	
Box H	*Asset and investments registers were complete and accurate and properly maintained.*	1	1	-	-	-	
Box I	*Periodic bank account reconciliations were properly carried out during the year.*	6	5	1	-	1	
Box J	*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*	2	2	-	-	1	
Box K	*If the authority certified itself as exempt from a limited assurance review in 2025/26, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2025/26 AGAR tick "not covered"*	-	-	-	-	-	
Box L	*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.*	1	-	1	-	1	
Box M	*The authority, during the previous year (2025/26) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	5	4	1	-	1	
Box N	*The authority has complied with the publication requirements for 2025/26 AGAR (see AGAR Page 1 Guidance Notes).*	8	7	1	-	1	
Box O	*The authority complied with laws, regulations & proper practices relating to digital and data compliance.*	5	1	4	-	4	
Box P	*(For local councils only)* *Trust funds (including charitable) – The council met its responsibilities as a trustee*	-	-	-	-	-	

Ledbury Town Council
Financial Year 2026-27

Date considered by Council _____

Minute Reference _____

IAC Audit and Consultancy Ltd

Audit date: 2 November 2026

Visit 1 Internal Audit Observations

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are the Standing Orders the current version of the Model Standing Orders?	No	*The Standing Orders in use are not the latest version of the NALC Model Standing Orders. Section 18 still refers to the Public Contract Regulations which have now been replaced by the Procurement Act.*	Council to review and update its Standing Orders.	Medium	Copies of latest versions now received and amendments to be undertaken. As the Council is not a member of NALC we no longer receive updates in respect of these governing documents.
2	Are the regulations the current version of the Model Regulations?	No	*The Financial Regulations in use are not the latest version of the NALC Model Financial Regulations (the Regulations still make reference to the Public Contract Regulations which has been replaced by the Procurement Act).*	Council to review and update its Financial Regulations.	Medium	As above
3	Is the tender level in Financial Regulations and Standing Orders set at the same level?	No	*Set at £60,000 in Financial Regulations, Standing Orders State £25,000*	The Council to review the tender level set in its Financial Regulations and Standing Orders and ensure that they are set at the same value.	Medium	This will be amended on new versions
4	High value payments (over £2,000/ £5,000 / £10,000) can be traced to original supporting document and have been properly authorised.	Yes	*It was noted that payment of instalments of multi-year grants are made against ad hoc documents, such as chaser emails from the grant receipts. The Council does not appear to have a formal process for the payment of instalments of multi-year grant.*	The Council to consider introducing a formal process for the payment of multi-year grants, This might include a requirement for the grant recipient to submit a formal request for payment or invoice which the Council could pay through its normal creditor payment process.	Medium	Process now in place to request invoices from grant recipients

5	Have tenders been obtained as set out in Financial Regulations?	Yes	*Noted that Minutes recording the award of contracts do not record the name of the successful bidder.*	The Council to ensure that when contracts are awarded by Council the name of the successful bidder is recorded in the Minutes of the meeting.	High	Noted - TC to ensure this is recorded in future minutes
6	Are Powers under which grants are made clearly specified in Council Minutes?	No	*It was noted that the Council approved the payment of a large, multi-year grant at a meeting held on 4th December 2025. The Minutes of that meeting do not record the power under which the grant was awarded. Current Minutes are recording powers.*	The Council may need to retrospectively review any multi-year grants that were awarded and ensure that these are within powers. The relevant power should be recorded when further payments are made in respect of these multi-year grants.	Medium	Noteed - TC will present to future meeting of council for retrospective approval

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	When preparing the budget, and subsequent precept demand, did the Council specifically consider the level of its General Reserve and whether the level of the General Reserve was adequate and not excessive?	No	*The Council did not formally consider the level of its General Reserve when setting the budget and precept for the year.*	When setting the budget the Council should specifically consider the level of its General Reserve. The Council should set the level of its General Reserve in line with the guidance set out in the Practitioner's Guide paragraphs 5.33 - 5.35 (in particular paragraph 5.35).	High	Details to be included in report for budget setting
2	Council has reviewed independence of the Internal Auditor.	No	*From a review of Minutes it was not possible to verify that the Council has reviewed the independence and competence of the Internal Auditor.*	The Council should ensure that it regularly reviews the competence and independence of the Internal Auditor. It may be appropriate for this to be done each year on receipt of the Annual Internal Audit report.	Medium	Noted - to be included in furture reports

3	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	*It was noted that the Council approved a balanced budget for 2026-27 (with no surplus or deficit) however the budget recorded in the Rialtas system is for a £10,000 deficit.*	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.	High	Accounts Clerk instructed to check this and provided details
4	Does the Council have a Medium Term Financial Plan in place as recommended by the Practitioner's Guide 2026 paragraph 5.27?	No	*The Council has a 'corporate plan' in place but does not have a Medium Term Financial Plan.*	As a 'larger authority' the Council should consider whether it should put in place a Medium Term Financial Plan. This should include consideration of projected reserve levels, particularly of the General Reserve	Medium	TC to draft and present to future meeting of council

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Is income due on investments subject to regular check and verification? (Is investment performance regularly reported to Council?)	No	*It is not clear that Council has formally reviewed the rates of interest it is earning on its bank deposits - there are significant funds held at Lloyds earning a low rate of interest.*	The Council should put in place arrangements for the regular monitoring and reporting of investment performance. This review should be recorded in Minutes of the appropriate meeting.	High	Council has an investment policy - however due to work levels TC has been unable to review this regularly this. It is anticipated that this is something the F & G Manager will be able to pick up on.
2	Have fees and charges been subject to review during the financial year?	Yes	*The Council has reviewed fees and charges but this is not aligned with budget process. The changes were made with effect from 5th June 2026 rather than at the start of the financial year. It is unclear how an accurate income budget can be prepared if the rate of fees of charges to apply is not known.*	Schedule of Fees and Charges should be subject to annual review as part of the budget setting process.	Medium	Fees and charges to be reviewed as part of annual budget setting process

3	If the Council receives significant cash income, does the Council have a written procedure for cashing up and banking of cash receipts?	No	*The Council receives a significant amount of cash income from donations for the Painted Room. These are passed to the Finance Officer on a monthly basis who counts and banks the money. At present no receipt is issued when this received by the Finance Officer.*	When cash donation income is received by the Finance Officer and counted, a formal receipt should be issued stating the date and the value of cash received.	Medium	New process in place to ensure Tour Guide Manager counts money prior to passing to A/C - written evidence of totals to be completed by both staff.

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliations, and supporting bank statements, have been signed and dated as evidence of independent review (Interim)	No	*It was noted that bank reconciliations have been signed and dated, but not the supporting bank statements.*	Bank reconciliations, and supporting bank statements, which have been subject to review should be signed and dated as evidence of this review.	Medium	A/C to check this following signing by Clerk and Chair of finance

J ***Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Prior year accruals have been correctly reversed in the current year. (interim)	Yes	*It was noted that there is the unchanged balance on 'Stock' from prior year. It is understood that the Council does not maintain a formal trading account for this stock and it is unclear why this balance is recorded.*	The Council to review whether it is necessary / appropriate to continue to record this stock balance in Rialtas.	Medium	A/C to seek support from Rialtas to write off stock balance from system

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report).	No	*The Councils website states that "The Council is legally bound to disclose details of all payments made in excess of £500" and discloses a listing of such payments. This statement is not correct as there is no such legal requirement. The Councils Publication Scheme states that it will publish all payments over £100.*	The Council should review how it complies with the requirement to publish information in accordance with its Publication Scheme. Although this is not a requirement under the Accounts and Audit Regulations 2015, the Council should note that it is a statutory requirement under the Freedom of Information Act.	High	TC to bring report to future meeting of council

M ***The authority, during the previous year (2025/26) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).***

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

N ***The authority has complied with the publication requirements for 2025/26 AGAR (see AGAR Page 1 Guidance Notes).***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has published the Annual Governance Statement on its website in accordance with the requirements of Regulation 15 (2) (a) of the Accounts and Audit Regulations 2015.	No	*It was noted that the Council has not published the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations. There is an option for the Annual Governance Statement but, when selected, this links to the Accounting Statements.* *It is understood that this may be a technical issue with the website.*	When publishing statutory documents the Council should review the website and ensure that the posted documents are corrected displaying on the website.	High	Admin assistant asked to rectify and Advansys asked to resolve this issue permanently

O ***The authority complied with laws, regulations & proper practices relating to digital and data compliance.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The authority has an up to date IT policy in place.	No	*It was noted that the Council has not adopted and published an IT Policy.*	The Council should put in place an IT policy	High	TC to provide report to future meeting of Resources
2	The Council has carried out a website accessibility test.	No	*A scan carried out be the Internal Auditor using a free online tool, www.accessibility checker.org, indicates that the Councils website is not WCAG compliant.*	The Council to confirm whether the Council's website is WCAG compliant.	High	Clerk seeking quotations for assistance in improving website accessibility - report anticipated to December meeting
3	The Council has conducted a data audit in accordance with GDPR practice.	No	*As at the date of the interim audit the Council has not conducted a data audit in accordance with GDPR practice.*	The Council must carry out a data audit in accordance with GDPR practice. The outcome of this audit should be reported to Council and recorded in Council Minutes.	High	In progress

4	Has Council formally documented a backup strategy?	No	*The Council has not Council formally documented a backup strategy. It is understood that this is managed through the Council's IT providers.* *(This is an additional item now being checked under Internal Control Objective O)*	The Council should review and confirm that IT back up arrangements are in place, are properly documented, and are robust.	Medium	Seeking relevant information from OMS UK Ltd - to be provided to meeting of council once received

MINUTES OF A MEETING OF THE GRANTS WORKING PARTY
HELD ON 12 NOVEMBER 2026

PRESENT: Councillors Harvey (Chair), Hughes, and Wilkinson

ALSO PRESENT: Angela Price - Town Clerk

1. **APOLOGIES FOR ABSESNCE**

Apologies for absence were received from Councillors Eakin, Hamblin and Hill

2. **TO RECEIVE DECLARATIONS OF INTEREST**

None received.

3. **TO REVIEW THE COUNCILS GRANTS POLICY AND APPLICATION FORM**

Members were asked to give consideration to a revised Grants Policy and Application Form

3.1 **Clerks report**

Concerns were raised in respect of S137 grants being used for the purpose of salaries. The covering report advises that S137 of the Local Government Act 1972 may lawfully contribute to staffing costs in particular circumstances. However, Members felt that whilst this was permitted it should not automatically mean that applications received requesting funding for staffing costs should automatically be agreed, subject to meeting other criteria.

It was suggested that the following points under “Improvements to the Application Form” section of the Clerk’s report be amended as follows:

- Details of how the project will be sustained after Council funding ends (add something to the application form to ask whether the project would be sustained after funding ends)
- Risk assessment for larger projects to be provided following grant has been awarded

It was suggested that going forward one form be prepared making it clear which sections are required for each of the three grants options i.e., under £500, over £500 and multi-year.

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3.2 **Grants Policy**

3..2.1 **Section 10** – that an additional option be added as follows:

Grant Type	**Value**	**Approval Process**
Small Community Grant	Multi-year up to £1,000	Simplified assessment

3.2.2 **Section 13 –** amend the following:

"award a reduced amount" amend to read "award a revised amount" – this will enable Members to consider increasing an award should they wish to.

3.2.3 Section 14 – amend the following:

"provide monitoring information if requested" amend to read "provide monitoring information" – it should be noted that monitoring information will be required in respect of all grant awards.

3.3 **Application Form**

It was suggested that the application form should be formatted to include text boxes for completion which will help to clearly delineate each section. It was also agreed that a line be added to section 5 advising that if the grant is for £500 or less the applicant be directed to the next relevant section accordingly.

RESOLVED:

1. **That the following amendments be made to the Clerks report prior to being recommended to Full Council:**

"Improvements to the Application Form" section of the Clerk's report be amended as follows:

- **Details of how the project will be sustained after Council funding ends (add something to the application form to ask whether the project would be sustained after funding ends)**
- **Risk assessment for larger projects to be provided following grant has been awarded**

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2. That the following amendments be made to the draft Grants Policy prior to being recommended to Full Council:

i. Section 10 – that an additional option be added as follows:

Grant Type	Value	Approval Process
Small Community Grant	Multi-year up to £1,000	Simplified assessment

ii. Section 13 – amend the following:

"award a reduced amount" amend to read "award a revised amount" – this will enable Members to consider increasing an award should they wish to.

iii. Section 14 – amend the following:

"provide monitoring information if requested" amend to read "provide monitoring information" – it should be noted that monitoring information will be required in respect of all grant awards.

iv. That questions similar to those in section 21 of the Leominster Town Council application, in relation to inclusive/accessibility, environmental responsibility, risks or challenges related to this project and how the project will be promoted be added to the application form.

3. **Application Form**

i. **It was suggested that the application form should be formatted to include text boxes for completion which will help to clearly delineate each section. It was also agreed that a line be added to section 5 advising that if the grant is for £500 or less the applicant be directed to the next relevant section accordingly.**

ii. **Benchmarking**

That a benchmarking question be included in the application form asking applicants to explain general reserves, which is not earmarked for other projects.

4. That the Clerk draft a policy in respect of funds raised by the Mayor each year.

RECOMMENDATIONS

That Clerks report, Draft Grants Policy and Application Form be recommended for approval by Full Council, subject to the above amendments.

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4. **ANNUAL GRANT APPLICATIONS**

RECOMMENDATION:

1. **That the applications included on the agenda be considered for payment from the 2027/28 grant funding budget under the current grant criteria.**

2. **That the statutory powers highlighted by the Clerk for each grant application be accepted.**

3. **That the application received from Ledbury FC Youth for £2,000 towards the U16 boys and girls Strömstad visit in 2027 be awarded via Section 19(3)(a) Local Government (Miscellaneous Provisions) Act 1976 be approved.**

4. **That the multi-year grant application received from1st Ledbury Brownies for the sum of £200 for 2027/28 and 2028/29 be approved.**

RESOLVED:

5. **Ledbury Places – that the application from Ledbury Places be referred to Council for consideration.**

6. **That subject to receipt of an amended application for the 2027 Ledbury Convoy event the application be referred to Full Council for consideration.**

The meeting closed at 18:55.

Signed …… Date ……...

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FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 18(ii)

Report prepared by Angela Price – Town Clerk

The following report was provided to a meeting of the Grants Working Party held on 12 November 2026

REVIEW OF THE TOWN COUNCIL GRANTS POLICY AND GRANT APPLICATION FORMS

Purpose of Report

The purpose of this report is to consider a review of the Council's Grants Policy and associated Grant Application Forms to ensure they remain fit for purpose, reflect current best practice and provide a transparent, fair and consistent process for both applicants and Members when awarding grant funding.

Background

Ledbury Town Council provides grant funding each year to organisations whose activities benefit the residents of Ledbury. The current Grants Policy establishes the broad principles governing grant awards, whilst separate application forms are used for:

- Multi-Year Grant Applications
- Applications over £500
- Applications of £500 or less

Whilst these documents have served the Council well, they have evolved over a number of years and would benefit from a comprehensive review to ensure they continue to meet the Council's objectives and reflect current governance expectations.

The existing Grants Policy provides a sound basis for administering grant funding; however, a comprehensive review presents an opportunity to modernise the scheme, improve governance, simplify the application process and ensure that grant funding is directed towards projects that best support the Council's strategic priorities and deliver measurable benefits for the residents of Ledbury.

Legislative Background

When awarding grants, the Council must ensure that every award is supported by an appropriate statutory power. Local councils may only incur expenditure where Parliament has provided them with the legal authority to do so.

The Council should always seek to rely upon a specific statutory power where one exists. Examples include:

Statutory Power	Purpose
Section 144, Local Government Act 1972	Tourism and the promotion of the area.
Section 145, Local Government Act 1972	Arts, entertainment and cultural activities.
Section 19, Local Government (Miscellaneous Provisions) Act 1976	Recreational facilities.
Public Health Act 1875	Public conveniences, open spaces and public health functions.
Local Government Act 1972 (various provisions)	Community buildings, recreation grounds and other local authority functions.

Only where no other specific statutory power exists should the Council consider relying upon Section 137 of the Local Government Act 1972.

Section 137 is therefore regarded as a "power of last resort". It enables parish and town councils to incur expenditure for purposes that are in the interests of, and will bring direct benefit to, all or some of the inhabitants of the area, where no other statutory power is available. The Council must also be satisfied that the benefit obtained is commensurate with the expenditure incurred.

For the 2026/27 financial year, expenditure under Section 137 is limited to £11.60 per elector. The overall amount that the Council may spend under this power is calculated by multiplying the annual limit (£11.60) by the number of local government electors on the electoral register as of 1 April 2026. This statutory limit is reviewed annually by Government in line with inflation.

Unlike many larger parish and town councils, Ledbury Town Council does not currently hold the General Power of Competence (GPoC) under the Localism Act 2011.

To qualify for the General Power of Competence, a council must:

- have at least two-thirds of its total membership comprised of councillors elected at ordinary or by-elections; and
- employ a Clerk who holds an approved professional qualification, such as the Certificate in Local Council Administration (CiLCA).

Whilst the Town Clerk holds the CiLCA qualification, the Council has not consistently met the requirement for two-thirds of its Members to be elected due to the significant number of councillor vacancies that have existed since the 2023 local elections. Consequently, the Council is not currently eligible to adopt the General Power of Competence.

This means that every grant awarded by the Council must be supported by an identifiable statutory power. A revised Grants Policy should therefore require every report recommending a grant award to clearly identify the legislative power being relied upon. Where a specific statutory power exists, that power should always be

used. Only where no alternative statutory power can be identified should Section 137 be relied upon. It should be noted that the Clerk does currently provide this information within supporting reports.

Should the Council become eligible to adopt the General Power of Competence in the future, the Grants Policy can be reviewed again to reflect the wider discretionary powers available.

Introducing this requirement within the Grants Policy will strengthen the Council's governance arrangements, provide a clear audit trail for decision making and ensure that grant awards are made lawfully, consistently and transparently.

Section 137 does not prohibit grant funding being used towards salaries. The key question is what the salary is paying for, rather than whether it is a salary.

A grant awarded under Section 137 of the Local Government Act 1972 may lawfully contribute towards staffing costs where:

- there is no other statutory power available to support the activity;
- the funded post delivers a direct benefit to all or some of the inhabitants of the Council's area;
- the benefit is commensurate with the expenditure incurred;
- the Council is satisfied that the funding represents value for money; and
- the funding is awarded to the organisation, not to an individual employee.

1. Examples where it could be appropriate

✓ A community charity employs a Youth Worker delivering weekly activities for young people in Ledbury.
✓ A community transport organisation employs a Co-ordinator supporting elderly residents.
✓ A heritage organisation employs a Project Officer to deliver community heritage activities.
✓ A voluntary organisation employs a Community Support Worker providing services to Ledbury residents.

In each case, the Council would be funding the delivery of a community service, not simply paying someone's wages.

2. Examples where it would be difficult to justify

✗ Contributing towards an organisation's general administration without identifying the community benefit.
✗ Funding salary costs that relate primarily to fundraising or commercial activities.
✗ Funding staff who work predominantly outside Ledbury with only limited benefit to Ledbury residents.

3. Good practice

If the Council decides to fund staffing costs, it is recommended that the policy requires applicants to demonstrate:

- the role being funded;
- the proportion of the salary being requested;
- what activities the post will deliver;
- how many Ledbury residents will benefit;
- how outcomes will be measured;
- whether the funding is a one-off contribution or ongoing support; and
- how the post will be sustained once the Council's grant ends.

Why the Policy Should be Reviewed and Updated

There are several reasons why it would be beneficial to undertake a review.

1. Improve Transparency

Applicants should clearly understand:

- what projects the Council wishes to support;
- who is eligible to apply;
- what funding cannot be provided;
- how applications will be assessed; and
- what information is required before a decision can be made.

Similarly, Members should have clear assessment criteria to assist them in making consistent and evidence-based decisions.

2. Ensure Consistency

Although the current application forms request extensive information, there is no formal scoring or assessment framework. Introducing standard assessment criteria would ensure all applications are considered fairly and consistently.

3. Reflect Current Priorities

The Council has developed a number of priorities since the current policy was introduced. The Grants Policy should encourage projects that contribute towards:

- improving community wellbeing;
- supporting young people;
- enhancing the environment;
- promoting culture, heritage and tourism;
- encouraging volunteering;
- supporting community resilience; and
- strengthening partnerships within Ledbury.

4. Improve Financial Accountability

Whilst applicants currently provide supporting documentation and grant recipients are required to submit an end of project report, the policy could provide greater clarity regarding:

- eligible expenditure;
- ineligible expenditure;
- monitoring requirements;
- repayment of unused funding;
- record keeping; and
- circumstances where funding may be withheld or reclaimed.

5. Simplify the Application Process

The current application forms contain a significant amount of duplicated information.

A review could produce:

- one standard application form with sections that are completed depending upon the value of the grant requested; or
- two streamlined forms (Small Grants and Large/Multi-Year Grants).

This would reduce unnecessary duplication whilst ensuring the Council still receives sufficient information to make informed decisions.

5.1 Suggested Improvements

The revised policy could include the following sections:

- Purpose of the Grant Scheme
- Legal powers available to the Council
- Types of grants available
- Eligibility criteria
- Organisations that are not eligible
- Eligible and ineligible expenditure
- Match funding expectations (where appropriate)
- Assessment criteria
- Application timetable
- Decision-making process
- Grant conditions
- Monitoring and reporting requirements
- Publicity requirements
- Clawback provisions where grants are not used appropriately
- Data protection and subsidy control considerations (where applicable)

5.2 Improvements to the Application Forms

The application forms could be updated to include:

- clearer guidance notes;
- a checklist of required documents;
- a declaration confirming compliance with safeguarding, equality and health and safety legislation where relevant;
- confirmation that the organisation has appropriate insurance;
- details of financial reserves;
- confirmation of bank account details;
- details of how the project will be sustained;
- measurable project outcomes;
- environmental sustainability considerations where appropriate;
- risk assessment for larger projects (to be provided if grant awarded);
- confirmation that no work has commenced before the application unless agreed by the Council.

The forms could also be designed in a more user-friendly format with improved layout, clearer questions and less duplication.

6. Assessment Framework

Members may wish to introduce a scoring matrix to assist with decision making.

Applications could be assessed against criteria such as:

Assessment Criteria	**Example Weighting**
Community Benefit	30%
Benefit to Ledbury Residents	20%
Value for Money	15%
Financial Need	15%
Deliverability	10%
Partnership Working	5%
Sustainability	5%

Whilst Members would retain discretion, the scoring framework would provide greater transparency and consistency.

Financial Implications

There are no direct financial implications arising from reviewing the policy. Any revised policy would continue to operate within the annual grants budget approved by Council.

Legal and Governance Implications

A revised Grants Policy would strengthen the Council's governance arrangements by:

- improving transparency;
- supporting consistent decision making;
- ensuring compliance with the Council's adopted financial regulations;
- reducing the risk of challenge from unsuccessful applicants; and
- providing clearer expectations for grant recipients.

Draft Proposed Policy and Application Form

Attached are two new draft documents for consideration.

Appendix A – Draft amended policy
Appendix B – Draft amended application form

Recommendations

That Members approve the attached Grants Policy and Application form.

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APPENDIX A

LEDBURY TOWN COUNCIL

COMMUNITY GRANTS POLICY

1. Introduction

Ledbury Town Council recognises the valuable contribution made by local voluntary organisations, charities and community groups in improving the quality of life for residents.

Each year the Council sets aside a budget to provide grants to organisations whose activities support the Council's strategic priorities and provide a direct benefit to the residents of Ledbury.

The purpose of this policy is to ensure that all grant applications are considered fairly, consistently, transparently and in accordance with the Council's statutory powers.

2. Purpose of the Grant Scheme

The Council aims to support projects and activities that:

- improve the quality of life of Ledbury residents;
- promote health and wellbeing;
- support children and young people;
- encourage community participation and volunteering;
- protect and enhance the environment;
- promote arts, culture and heritage;
- encourage tourism and the local economy;
- improve recreational opportunities;
- reduce social isolation;
- strengthen community resilience.

3. Statutory Powers

Ledbury Town Council may only award grants where it has the legal power to do so.

When considering applications, the Council will first seek to identify a specific statutory power that permits the expenditure.

Examples include (but are not limited to):

- Section 144 Local Government Act 1972 – Tourism
- Section 145 Local Government Act 1972 – Arts and Entertainment
- Section 19 Local Government (Miscellaneous Provisions) Act 1976 – Recreational Facilities
- Public Health Act 1875
- Local Government Act 1972 (other relevant provisions)

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Where no alternative statutory power exists, the Council may consider awarding a grant under Section 137 of the Local Government Act 1972.

Section 137 will only be used where:

- no other statutory power is available;
- the project benefits all or some of the inhabitants of Ledbury;
- the Council is satisfied that the benefit is commensurate with the expenditure incurred; and
- the Council remains within its annual Section 137 expenditure limit.

As Ledbury Town Council has not adopted the General Power of Competence, every grant award must be supported by an identifiable statutory power.

4. Funding Priorities

Priority may be given to projects that:

- demonstrate a clear benefit to Ledbury residents;
- address an identified local need;
- encourage partnership working;
- attract funding from other sources;
- represent good value for money;
- deliver measurable outcomes;
- promote equality and inclusion;
- support environmental sustainability.

5. Who May Apply

Applications will normally be accepted from:

- registered charities;
- charitable incorporated organisations;
- constituted voluntary organisations;
- community interest companies operating on a not-for-profit basis;
- sports clubs;
- youth organisations;
- residents' associations;
- community groups.

Applicants must normally have a constitution or governing document and a bank account in the organisation's name.

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6. Who Cannot Apply

Grants will not normally be awarded to:

- individuals;
- commercial organisations operating for private profit;
- political organisations;
- organisations promoting a particular political party;
- organisations whose primary purpose is religious worship (although community activities may be considered);
- organisations with unrestricted reserves that are considered sufficient to fund the project themselves.

7. What Can Be Funded

The Council may consider funding towards:

- equipment;
- community projects;
- events;
- environmental improvements;
- youth activities;
- arts and cultural activities;
- recreational activities;
- capital projects;
- revenue projects;
- project-specific staffing costs where these directly support services benefiting Ledbury residents.

Funding towards staffing costs will only be considered where applicants clearly demonstrate:

- the role being funded;
- the activities to be delivered;
- the proportion of salary costs requested;
- the benefit to Ledbury residents;
- how outcomes will be measured.

8. What Will Not Normally Be Funded

The Council will not normally fund:

- retrospective applications;
- loan repayments;
- political activities;
- party political campaigning;
- projects with no identifiable benefit to Ledbury;
- unrestricted donations;
- general operational deficits;
- contingency funds;
- activities that are the statutory responsibility of another authority.

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9. Assessment Criteria

Applications will be assessed against the following criteria:

- Community Benefit
- Benefit to Ledbury Residents
- Evidence of Need
- Value for Money
- Financial Need
- Deliverability
- Sustainability
- Partnership Working
- Match Funding
- Monitoring Arrangements

No applicant has an automatic right to funding.

10. Grant Streams

Grant Type	Value	Approval Process
Small Community Grant	Up to £500	Simplified application assessment
Small Community Grant	Multi-year up to £1,000	Simplified application assessment
Community Grant	£501-£5,000	Full application with supporting evidence
Strategic or Multi-Year Grant	Over £5,000 or up to three Years	Detailed business case, outcomes, monitoring arrangements and annual review

11. Application Requirements

Applicants may be required to provide:

- completed application form;
- governing document;
- latest accounts;
- recent bank statement;
- project budget;
- quotations where appropriate;
- safeguarding policy (where relevant);
- insurance documentation (where relevant);
- equality policy (where appropriate);
- evidence of need.

The Council reserves the right to request additional information.

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12. Application Timetable

To enable the Council to effectively plan its budget and allocate funding fairly, applications will normally be considered in accordance with the following timetable:

- Small Grants (up to £500): Applications for grants of up to £500 may be submitted at any time during the financial year and will be considered by the Council (or the appropriate committee) at the next available meeting, subject to available budget provision.
- Main Grant Programme (over £500): Applications for grants exceeding £500 will normally be invited annually. The application process will usually open during August/September, with a published closing date. Eligible applications will normally be considered by the Council in October to inform the budget-setting process for the following financial year.

The Council reserves the right to amend the application timetable where necessary or, in exceptional circumstances, consider applications outside of the normal timetable where it is satisfied there are compelling reasons to do so.

13. Decision Making

All grant applications will be considered at a Grants Working Party prior to submission to Full Council for consideration.

Officer reports will identify:

- the statutory power;
- eligibility;
- assessment against the policy;
- financial implications;
- officer recommendation.

The Council reserves the right to:

- award the full amount requested;
- award a revised amount;
- attach conditions;
- refuse the application.

The Council's decision shall be final.

Submission of an application does not guarantee funding and all awards are subject to the Council approving sufficient budget provision for the relevant financial year.

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14. Grant Conditions

Successful applicants must:

- use the grant solely for the approved purpose;
- acknowledge the Council's support in publicity where appropriate;
- retain financial records;
- provide monitoring information;
- notify the Council of any significant changes.

The Council reserves the right to reclaim any grant where:

- false information has been provided;
- the grant is not used for its intended purpose;
- the project does not proceed;
- the recipient organisation ceases trading.

15. Monitoring

Grant recipients will be required to submit an End of Project Report within three months of completing the project.

The report should include:

- how the grant was spent;
- outcomes achieved;
- numbers benefiting;
- photographs where appropriate;
- copies of publicity;
- financial information if requested.

16. Review of Policy

This policy will be reviewed every three years, or sooner if legislation or Council priorities change.

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Appendix A

Assessment Matrix

Criteria	Weighting
Benefit to Ledbury Residents	25%
Community Need	20%
Value for Money	15%
Deliverability	10%
Sustainability	10%
Financial Need	10%
Partnership Working	5%
Environmental Impact	5%

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Ledbury Town Council

COMMUNITY GRANT APPLICATION FORM

Section 1 – Organisation Details

Organisation Name	
Registered Charity Number (if applicable)	
Company/CIO Number (if applicable)	
Contact Name	
Position	
Address	
Telephone	
Email	
Website/Social Media	

How long has your organisation been operating?

☐ Less than 12 months	☐ 1–5 years	☐ More than 5 years

Section 2 – About Your Organisation

Please provide a brief description of your organisation.	
What are your main aims and objectives?	
How many members or volunteers do you have?	
How many Ledbury residents currently benefit from your activities?	

Section 3 – Your Project

Project title	
Project start date	
Project completion date	
Please describe your project:	
Why is this project needed?	
What evidence do you have of local need?	
Who will benefit?	
Approximately how many Ledbury residents will benefit?	
What difference will this project make?	

Section 4 – Strategic Outcomes

Please tick all that apply:

☐ Community wellbeing	☐ Young people
☐ Older people	☐ Arts & Culture
☐ Heritage	☐ Tourism
☐ Environment	☐ Recreation
☐ Community Safety	☐ Inclusion & Equality
☐ Other	

*Please tick where appropriate

Section 5 – Financial Information

Total project cost (£)	
Amount requested from Ledbury Town Council (£)	
How will the remainder of the project be funded?	

Funding Source	**Applied ✓**	**Secured ✓**	**Amount (£)**

*If application is for £500 or less or multi-year – less than £1,000 go to question 10

Section 6 – What will the grant pay for?

Tick all that apply:

☐ Equipment	☐ Capital works
☐ Event costs	☐ Materials
☐ Venue hire	☐ Professional fees
☐ Training	☐ Staffing costs
☐ Other	

If requesting staffing costs, please complete the following:

Job title	
Salary contribution requested	
Number of hours	
How will the role directly benefit Ledbury residents?	

Is this:

☐ New post	☐ Existing post
How will the post continue after Council funding ends?	

Section 7 – Community Benefit	
How does this project benefit Ledbury residents?	
How will you measure success?	
How many people do you expect to benefit?	
How will you ensure that your project is inclusive/accessible?	
How will you ensure that your project is environmentally responsible?	
What risks or challenges might you encounter in the delivery of your project and how will you address them?	
How will you promote your project?	

Will the project continue after this funding?

☐ Yes	☐ No
If yes, how?	

Section 8 – Partnership Working

Are you working with other organisations?

☐ Yes	☐ No

If yes, please provide details

Have you received support from any other organisations?

☐ Yes	☐ No

If yes, please provide details

Section 9 – Previous Funding

Have you received a grant from Ledbury Town Council within the last three years?

☐ Yes	☐ No

If yes:

Year	Amount (£)	Purpose

Did you complete your End of Project Report?

☐ Yes	☐ No

Section 10 – Supporting Documents

Please enclose copies of:

☐ Constitution
☐ Latest accounts
☐ Recent bank statement
☐ Project budget
☐ Quotations (where appropriate)
☐ Safeguarding Policy (if working with children or vulnerable adults)
☐ Public Liability Insurance
☐ Equality Policy (where applicable)
☐ Letters of support

Section 11 – Declaration

I confirm that:

☐ the information provided is accurate.
☐ the organisation agrees to abide by the Council's Grant Conditions.
☐ any grant awarded will only be used for the approved purpose.
☐ the organisation agrees to provide monitoring information when requested.
☐ the organisation will repay any grant not used for the approved purpose if requested by the Council.

Subsidy Control Declaration

Although most grants awarded by the Council are likely to fall outside the Subsidy Control Act 2022, applicants are requested to confirm whether the organisation undertakes any commercial activities.

☐ We do not undertake commercial activities.
☐ We undertake some commercial activities (please provide details).
If applicable, please provide details of commercial activities:

Signed	
Name	
Position	
Date	

FOR OFFICE USE ONLY

Reference Number	
Date Received	
Officer	

Eligible Organisation?

☐ Yes	☐ No

Supporting Information Complete?

☐ Yes	☐ No

Statutory Power

☐ s137 LGA 1972	☐ s144 Tourism
☐ s145 Arts	☐ Other
If other, please specify	
Officer Comments	

Assessment Score

Criteria	**H/M/L**
Benefit to Ledbury	
Community Need	
Value for Money	
Deliverability	
Sustainability	
Financial Need	
Partnership Working	
Relevant to Corporate Plan	
General Reserves	

Officer Recommendation

☐ Approve	☐ Approve with Conditions
☐ Refuse	
Amount Recommended (£)	

Council Decision

☐ Approve	☐ Approve with Conditions
☐ Refuse	
Amount Recommended (£)	

FULL COUNCIL	26 NOVEMBER 2025	AGENDA ITEM: 18(iii)

Report prepared by Angela Price – Town Clerk

ANNUAL GRANTS APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members to review the grant applications received, approve recommendations from the Grants Working Party and to make decisions on other applications not available for consideration at that meeting.

Detailed Information

Members are requested to approve the following applications as per the recommendations from the Grants Working Party.

Over £500

1. Ledbury FC Youth – £2,000 – U16 boys and girls Strömstad visit in 2027 – Section 19(3)(a) Local Government (Miscellaneous Provisions) Act 1976 –

   Grants working Party - Recommended approval

Multi-year

2. 1st Ledbury Brownies – Assistance to increase their capacity from 28 to 30 members – Section 19(3)(a) of the Local Government (Miscellaneous Provisions) Act 1976
   Year 1 - £200 (already awarded)
   Year 2 - £200
   Year 3 - £200
   (1st Ledbury Brownies has requested assistance to increase capacity from 28 to 30 members. The arrangement is shown as £200 per year for three years. Year 1 has already been awarded)

   Grants working Party - Recommended approval

The Grants Working Party were unable to consider the following applications at the meeting due to not being included in the pack, or in the case of the Ledbury Convoy the application submitted stated 2026 and the Grants Working Party requested that this be resubmitted for 2027.

Over £500

1. Ledbury Places - £1,585 – Enhancing Musical Performances – Power to support entertainment and the arts - Section 145 of the Local Government Act 1972

2. Military History Festival - £1,000 – Ledbury Convoy 2027 - Power to encourage Tourism - Section 144 of the Local Government Act 1972

Statutory Powers

As Ledbury Town Council does not having two thirds of its Members “elected” the Council does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011. Therefore, they are required to identify which powers could be used to award the grants.

Financial Implications

The total cost in 2027/28 of all the above applications, should they all be approved, would be £6,010.

Previously Council has provided an unspecified grants budget of £20,000 each year. If the council were minded to provide the same amount in 2027/28 this would leave a total of £13,990 for any further grants received and approved.

Equality Implications

Under section 149 of the Equality Act 2010, Members must have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who share a relevant protected characteristic and those who do not.

Members should consider the intended beneficiaries, accessibility of the proposed activities and any relevant barriers to participation. Material equality considerations should be recorded as part of the assessment.

Recommendations

1. That Members approve the grant application from Ledbury FC Youth – £2,000 – U16 boys and girls Strömstad visit in 2027 – Section 19(3)(a) Local Government (Miscellaneous Provisions) Act 1976

2. That Members approve the grant application from 1st Ledbury Brownies – Assistance to increase their capacity from 28 to 30 members – Section 19(3)(a) of the Local Government (Miscellaneous Provisions) Act 1976
   Year 1 - £200 (already awarded)
   Year 2 - £200 (2027/28)
   Year 3 - £200 (2028/29)
   (1st Ledbury Brownies has requested assistance to increase capacity from 28 to 30 members. The arrangement is shown as £200 per year for three years. Year 1 has already been awarded)

3. That Members give consideration to the grant application from Ledbury Places - £1,585 – Enhancing Musical Performances – Power to support entertainment and the arts - Section 145 of the Local Government Act 1972

4. That Members give consideration to the application received from Military History Festival - £1,000 – Ledbury Convoy 2027 - Power to encourage Tourism - Section 144 of the Local Government Act 1972

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Dave Wilson
Position:	Coach of Ledbury FC Youth Under 16 Boys & Assistant Club Secretary
Organisation:	Ledbury FC Youth
Contact Address:	New Street, Ledbury, HR8 2EL
Telephone Number:	07715 668324
E-mail:	[redacted] / clubsec@ledburyswiftsfc.org.uk
Status of Organisation: (delete as appropriate)	Not-for-profit incorporated members' association.
Charity/Company No. (if applicable)	NA
What does your organisation do?	The club provides an opportunity for local boys and girls to play organised football in a safe and enjoyable environment. Involvement in the sport through FA-accredited competitions and events encourages physical fitness, learning, teamwork, resilience and respect. Equally importantly, we help children develop social skills, make lifelong friends and enjoy memorable experiences. The club currently supports 16 boys' teams and four girls' teams. The club also provides senior football through two men's teams, one ladies' team and a walking football group, all of which are valuable to the community. These teams also provide a pathway to help our junior players transition into senior football and remain involved in organised sport after completing their GCSEs. The club has approximately 360 players registered at any one time, and is run wholly by volunteers, with approximately 70 people from the community volunteering their time and skills in some capacity at any one time.

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	U16 boys' and girls' Strömstad trip – July 2027
Project duration (mm/yy):	Start: 21.7.27 End: 26.7.27
Which one of the following five areas best fits your group's area of interest?	Sport x Arts ☐ Health ☐ Environment ☐ Youth x
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The club usually takes a single team to Strömstad. **Following last year's success, both the U16 boys' and girls' teams will** again represent the club and the town in Sweden. The primary beneficiaries will be approximately 35 sixteen-year-old children, many of whom have represented the club for several years and, in some cases, since joining the under-6 age group. They will be supported on tour by 5 club coaches, some senior representatives from the club and several parents.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	35 players have signed up to come on the trip and paid a deposit. The trip has been run with great success for the past 25 years. It is an annual activity that actively engages the **town's young people** with the work of the twinning association and the wider community beyond football. Those going on the trip will represent the club and the town of Ledbury and further strengthen ties with the twin town of Strömstad. These ties are strengthened not only on the football field but also through social activities arranged by the club leadership and the twinning association.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Parents will fund the cost of the flights and will raise funds for coach transfers in both England and Sweden, accommodation and food. Fundraising has already started and has been well supported by the local community. Various events will be held to raise funds and awareness, and local businesses have been approached for financial support.

How will the project be managed and how will you measure its success?	The trip has been run for 25 years, giving the club extensive experience in planning and managing it. This experience helps ensure that the trip is enjoyable and memorable for everyone attending, particularly the players. Various measures are in place to ensure the trip runs in a safe manner. Its success will be based on feedback from the children attending, which on all previous trips has been exclusively positive.
Please give key milestones for your project, including approximate dates.	The trip will begin at approximately 2.00 am on Wednesday 21 July 2027, when a coach will take everyone from Ledbury to Gatwick Airport for a flight to Oslo departing at approximately 9.30 am. A coach will then take the group to Strömstad, arriving in the mid-afternoon. Both teams will play matches against Swedish and Norwegian teams on 22, 23 and 25 July before travelling home on 26 July.
How will your organisation acknowledge the Town Council's funding support?	The club will use social media, both before and during the trip, to acknowledge the support provided by the Town Council and supporting local businesses. We would be happy to provide photographs and assist with any publicity requested by the Town Council.
Do you work with other Ledbury groups or would you be open to doing so in future?	We use the pitches at Ledbury Rugby Club, and several of our players also represent the rugby club and Ledbury Cricket Club. We also sent representatives to a recent event at the Ledbury Community Hub. We are happy to work with all local organisations.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£24,000
Amount requested from Ledbury Town Council.	£2,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	£1,000 for the same trip in 2025 (one boys' team) £2,000 for the same trip in 2026 (one boys' team & one girls' team)

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information provided in support of your application

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

5. Declaration by the applicant

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

I/we accept the following:

(i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.

(ii) That any grant offered will be used only for the purposes set out in this application.

(iii) That we will provide a grant closure report for the project within 3 months of the end of the funding period.

Should any grant offered not be used in accordance with the terms and

conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
Name (s):	Dave Wilson
Date:	29 September 2026

Please return completed form to:

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

Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Laura Clarke	
Position:	Unit Leader	
Organisation:	1st Ledbury Brownies	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	X
What does your organisation do?	Brownies welcomes all girls from 7 – 10 years for nonstop fun, learning and adventure.	

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ❑ Arts ❑ Health ❑ Environment ❑ Youth ✠❑
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	We have a unit of 28 girls with the capacity to take 30. We meet weekly during term time for an hour and a half.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	We only recently increased our numbers from 24 to 30, to meet local demand and offer girls a space instead of them being on a waiting list with no guarantee of having a space.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	None
How will your service be delivered and how will success be monitored?	Our service is delivered by face to face sessions by 3 longstanding Girlguiding volunteers. We also recently took on a new adult volunteer which also enabled us to increase our numbers and we have a Duke of Edinburgh volunteer, who has already voiced she would like to continue with us once she has completed her volunteering needed for her Dof E.
How will your organisation acknowledge the Town Council's funding support?	We would publicly acknowledge and thank the council for their support.
Do you work with other Ledbury groups or would you be open to doing so in future?	We work with other Girlguiding groups within Ledbury District.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £200** **Year 2 £200** **Year 3 £200**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	
A copy of your organisation's committee and meeting structure		

A copy of your organisation's latest set of accounting statements (if any exist)	✓	
Copies of any letters of support for your project	✓	

5. Declaration by the applicant

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

I/we accept the following:

(i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.

(ii) That any grant offered will be used only for the purposes set out in this application.

(iii) That we will provide annual reports on project progress along with a copy of the annual report for our organisation.

(iv) That we will provide a grant closure report for the project within 3 months of the end of the funding period.

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

Signed:	
Name (s):	**Laura Clarke**
Date:	**21/082026**

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

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Al Braithwaite	
Position:	Trustee	
Organisation:	Ledbury Places	
Contact Address:	[redacted]	
Telephone Number:	[redacted]	
E-mail:	[redacted]	
Status of Organisation: (delete as appropriate)	Charity	
Charity/Company No. (if applicable)	1162108 9079970	
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	✓
What does your organisation do?	Responsible for the maintenance and creative use, for residents and visitors, of 3 heritage buildings within the town. – The Old Grammar School – housing the Heritage Centre and the Upper Floor used for events and exhibitions. the Burgage Hall and BBI.	

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	Enhancing Musical Performances
Project duration (mm/yy):	Start: December 2026 End: December 2026.
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ❑ Arts ✘ Health ❑ Environment ❑ Youth ❑
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Local residents, visitors to Ledbury, young musicians and small music groups will benefit from improved facilities for concerts in the historic Old Grammar School. The music system will enhance the listening experience, making performances more accessible and enjoyable for audiences, while giving local performers, particularly younger musicians, a distinctive and welcoming venue. It will also help attract a wider range of musical events to Ledbury, supporting local cultural life and encouraging people to visit the town. We aim to benefit approximately 200 - 250 audience members each year, alongside the musicians and performers who will use the venue.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	Demand is already growing. This season, the Old Grammar School hosted its first two concerts, starting from a position of no previous concert activity. We are also receiving increasing requests to use this unique historic building for small musical performances. Its intimate character offers something distinctive to Ledbury, but the existing acoustics could be enhanced to ensure audiences fully enjoy the music. A suitable music system would help us respond to this growing interest, improve the concert experience and establish the Old Grammar School as a valued venue for intimate live music events.

What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	We have received support from the Ray Williams Foundation working in partnership with Ledbury Places to encourage and support young musicians. This reflects a shared commitment to developing musical opportunities and strengthening the local cultural offer. Enhancing the Old Grammar School's facilities with a suitable music system would complement this work, providing an improved setting for performances and helping create opportunities for musicians of different ages and experience to share their music with the community.
How will the project be managed and how will you measure its success?	The project will be managed through trustees from the Board of Ledbury Places
Please give key milestones for your project, including approximate dates.	Nov 2026 - Confirmation, from sound adviser, of required equipment. Dec 2026 – Purchase of music system. Dec 2026 – Testing and use of system at next concert.
How will your organisation acknowledge the Town Council's funding support?	As always Ledbury Places will acknowledge the Town Council for its financial support through its website.
Do you work with other Ledbury groups or would you be open to doing so in future?	Ledbury Places works not only with other community groups in Ledbury such as Community Hub, Sustainable Ledbury, but also with Herefordshire BID, schools and local crafts people and traders.

3. Tell us how you plan to fund your project

What is the total cost of the project?	**£1,585.00**
Amount requested from Ledbury Town Council.	**£1,585.00**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**Yes** **£500 for Indenture framing (Sept 24)** **£195 for Lamb Quiz reprint (March 26)** **£1926.60 for Gifted by LTC for Hearing system (March 26)**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)

4. Further information provided in support of your application

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

5. Declaration by the applicant

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

I/we accept the following:

(i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.

(ii) That any grant offered will be used only for the purposes set out in this application.

(iii) That we will provide a grant closure report for the project within 3 months of the end of the funding period.

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

Signed:	
Name (s):	**Alison Braithwaite**
Date:	**20th October 2026**

Please return completed form to:

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

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Christian Dangerfield	
Position:	Director	
Organisation:	Hereford Military History Festival	
Contact Address:	Gardener's Cottage, Palace Yard, Hereford, HR4 9BJ	
Telephone Number:	[redacted]	
E-mail:	christian.dangerfield@militaryhistory festival.com	
Status of Organisation: (delete as appropriate)	Not for profit limited company	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	Since 08/07/24
	More than 5 years	
What does your organisation do?	We organise and manage the Hereford Military History Festival and other related events around the county of Herefordshire.	

[11] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	**Ledbury Convoy**
Project duration (mm/yy):	Start: 19/09/27 End: 19/09/27
Which one of the following five areas best fits your group's area of interest?	Sport ❑ Arts ❑X Health ❑ Environment ❑ Youth ❑X
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The event will benefit Ledbury's hospitality businesses and independent traders and will create a unique visitor attraction which supports all stakeholders in the town's economy The Ledbury Convoy steering group estimates that around 5,000 people in Ledbury and the wider county will benefit from this event.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	The Ledbury Convoy project has been conceived under the umbrella of the Hereford Military Festival: **(https://www.herefordmilitaryhistoryfestival.com/)**, which was founded in July 2024 and launched in September 2025. It is part of an evolving ecosystem of events, collectively celebrating Herefordshire's unique contribution to Britain's military history and creating a distinctive and compelling visitor offer for Ledbury and the wider county. Despite some recent outperformance, successive STEAM reports have indicated that Herefordshire's tourism sector has lagged that of the UK since 2010. This project will strengthen the visitor economy of Ledbury and the wider county, working in conjunction with Herefordshire County BID and Visit Herefordshire and with a Ledbury-based steering group which includes representatives from Eastnor Castle, Ledbury Traders Association and Ledbury Town Council. As a free family-friendly event, it is aimed specifically at members of the community who are struggling with the cost-of-living crisis.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Letters of support are attached from: 1.Herefordshire County BID 2. Visit Herefordshire 3.Eastnor Castle

	4.Andrew Balandford, Ledbury Traders Association
How will the project be managed and how will you measure its success?	The Ledbury Convoy steering group will develop and manage the project to ensure maximum audience engagement, participation and satisfaction. Hereford Military History Festival will lead on marketing and promotion. KPIs include: 1. vehicle participation (numerical count) 2, footfall/audience participation (Herefordshire County BID) 3.audience satisfaction (targeted survey)
Please give key milestones for your project, including approximate dates.	**29/05/27** production and distribution of primary marketing collateral (leaflets, vehicle application forms) **04/06/27 - 31/08/27** leafleting at Three Counties Show, Welland Steam Rally, Ross Carnival, Gloucester Retro, Military Odyssey at Kent Showground, Hereford High Town **26/06/27** parking provision (Eastnor Castle, St.Katherine's Car Park), road closure licensing, street food vendors, market stalls (RBL, British camp etc), Ledbury Brass Band all secured (LTC). Event Management Plan agreed. **17/07/27** production and distribution of secondary marketing collateral (postcards, posters, banners). **16/08/27** curation of up to 20 historic military vehicles secured. Event stewards committed. **Ledbury Convoy Event 19/09/27** **1100 hours** vehicle owners arrive in Ledbury **1600 hours** Ledbury High Street road closure. Vehicle display and street food vendors in place **1700 hours** event begins **2000 hours** event finishes. All participants depart **16/10/27** Stakeholder report delivered
How will your organisation acknowledge the Town Council's funding support?	Ledbury Town Council's support will be acknowledged in all promotional and marketing material (banners, posters, leaflets, postcards and on the website of the Hereford Military History Festival.
Do you work with other Ledbury groups or would you be open to doing so in future?	We are working closely with members of Ledbury Traders Association (Tinsmith, LEAF, Blandford Books), with Eastnor Castle and with Ledbury Town Council. The Ledbury Convoy is a community-led project designed to maximise inclusivity and collaboration with as many stakeholders in Ledbury as possible.

3. Tell us how you plan to fund your project

What is the total cost of the project?	**£3,000**
Amount requested from Ledbury Town Council.	**£2,000**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)
Herefordshire County BID - for Hereford Military Festival (including Ledbury Convoy)	£12,500	Yes	Yes

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	Yes	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	Yes	

A copy of your organisation's latest set of accounting statements (if any exist)	Yes	
Copies of any letters of support for your project	Yes	

5. Declaration by the applicant

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

I/we accept the following:

(i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.

(ii) That any grant offered will be used only for the purposes set out in this application.

(iii) That we will provide a grant closure report for the project within 3 months of the end of the funding period.

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

Signed:	[redacted]
Name (s):	**Christian Dangerfield**
Date:	**26/06/26**

Please return completed form to:

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

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 19

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

BARRETT BROWNING INSTITUTE (CLOCK TOWER) – REQUEST FROM KILN CHURCH

Purpose of Report

The purpose of this report is to present correspondence received from Kiln Church regarding the continued maintenance of the Barrett Browning Institute clock via a similar agreement to that with Ledbury Places.

Detailed Information

Pastor David Taylor-Black, on behalf of Kiln Church, has advised that the Church is seeking to purchase the Barrett Browning Institute (Clock Tower). The proposed use of the building includes family work, youth drop-ins and support for marginalised and lonely members of the Ledbury community.

The letter refers to the existing agreement between Ledbury Places and the Town Council under which Ledbury Town Council provide funding for the maintenance of the clock. Kiln Church has written to the Council to seek continued support following a change of ownership. Kiln Church has also requested consideration of additional financial assistance towards the upkeep of the building.

At its meeting held on 28 July 2022, the Finance, Policy and General Purposes Committee recommended that the Council cease paying electricity costs associated with the Barrett Browning Institute (BBI) clock, following the Poetry Festival becoming tenants of the building (Minute F474). However, following an appeal from Ledbury Places, Full Council resolved on 29 June 2023 to reverse the previous decision, reinstate electricity payments retrospectively to cover the outstanding period and include future repairs to the clock (Minute C30).

A copy of the letter received from is attached for Members' information.

Financial Implications

The Council has an existing budget for the maintenance of the town clock in 2026/27 of £700.

Any continuation of the existing arrangement following a change of ownership would need to be considered in accordance with the Council's previous resolution and any applicable agreements.

Environmental Impact

No direct environmental implications have been identified from consideration of the correspondence. Any future building works would need to be assessed separately, if applicable.

Recommendations

1. That Members consider the request for Ledbury Town Council to continue covering the maintenance of the Barret Browning Institute Clock, taking into account the Council's previous resolution (Minute C30, 29 June 2023).

2. That the Clerk be instructed to write to Pastor Black advising them of the Council's annual grants process.

Pastor David Taylor-Black

KILN CHURCH

High Vinnals

Upperfields

HR81LE

The Clerk

Ledbury Town Council

1 Church Street

Ledbury

Herefordshire

HR81DH

2nd November 2026

RE: Barret Browing Institute (Clock Tower) - Maintenance of the Clock

Dear Clerk

You may be aware Kiln Church are seeking to purchase the clock tower to serve the community with projects through family work, youth drop-ins, support for marginalised and lonely people of Ledbury amongst other things.

Having journeyed with Mark Waller from Ledbury places through this acquisition he mentioned there was an arrangement in place with Ledbury Town Council to maintain the Clock. I am writing in the hope that this arrangement could still be in place when Kiln Church take ownership of the building. We are a charity and much like all charitable organisations have financial constraints so we would welcome the support from the town council to maintain the clock and any further grants to keep this building in a good state of repair. Our aim and desires are to maintain this iconic building for the benefit of Ledbury, but we are a small church with limited resources so any support from business, organisations and the council of Ledbury would be greatly received.

I look forward to hearing from you.

Yours faithfully

Pastor David Taylor-Black

Kiln Church

david.taylorblack@kilnchurch.com 07932 569495

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 20

Report prepared by Angela Price – Town Clerk

CCTV MONITORING AND MAINTENANCE 2027/28

Purpose of report

The purpose of this report is to ask Members to consider extending the Service Level Agreement (SLA) with Herefordshire Council for CCTV monitoring and maintenance in Ledbury for a further year and to approve the associated contribution for 2027/28.

Detailed Information

The existing SLA between Ledbury Town Council and Herefordshire Council in respect of CCTV coverage in Ledbury expires on 31 March 2027. In its letter dated 28 October 2026, Herefordshire Council proposes a one-year extension from 1 April 2027 to 31 March 2028 on the existing terms, in accordance with clause 9 of the SLA. Herefordshire Council has asked for written confirmation at least three months before the agreement expires.

Herefordshire Council reports that its CCTV Control Room moved to a purpose-built facility in March 2026. The new facility has upgraded monitoring systems, and Herefordshire Council has invited councillors and officers to visit.

Financial implications

The requested contribution for 2027/28 is **£11,456.45**, an increase of **£430.03** on the current annual contribution of £11,026.42. Herefordshire Council has applied a 3.9% increase based on the September 2026 Retail Prices Index (RPI). If approved, the contribution will be included in the Council's 2027/28 revenue budget.

Recommendations

1. That Council approve a one-year extension of the CCTV monitoring and maintenance SLA with Herefordshire Council, on the existing terms, from 1 April 2027 to 31 March 2028.

2. That Council approve the contribution of **£11,456.45** for inclusion in the 2027/28 revenue budget.

3. That the Town Clerk confirm the extension in writing to Herefordshire Council at least three months before the current SLA expires.

Herefordshire Council

Economy & Environment
Corporate Director John Hobbs

Angie Price
Town Clerk
Ledbury Town Council
Ledbury Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

Your Ref: Ledbury SLA
Our Ref: Ledbury SLA
Please ask for: David Wood / John Gibbon
Direct line / Extension: 01432 383 146 / 01432 383 204
E-mail: dwood1@herefordshire.gov.uk / John.Gibbon@herefordshire.gov.uk

28th October 2026

Dear Angie,

CCTV REVENUE FUNDING 2027 - 2028

Firstly, thank you for your support over the previous twelve months, which has been appreciated.

The existing Service Level Agreement (SLA) between Ledbury Town Council and Herefordshire Council for CCTV monitoring and maintenance is due to terminate on the 31st March 2027.

As outlined in our previous correspondence, we are pleased to announce the successful relocation of the Public Space Surveillance CCTV Control Room to a new, purpose-built facility in March this year.

The relocation represents a key milestone in the Council's ongoing investment in public safety and CCTV infrastructure. The new Control Room has been designed to offer a more efficient, comfortable, and future-proof working environment, enabling staff to perform their roles more effectively and efficiently.

The upgraded facility is equipped with enhanced technology and improved monitoring systems, increasing operational resilience and strengthening surveillance capabilities across Herefordshire's Public Space Surveillance CCTV network. As part of the project, existing systems and infrastructure were carefully transferred and integrated into the new facility, ensuring uninterrupted service throughout the transition.

We continue to focus on the operating costs for the CCTV service. However, for the period 2027-2028, in accordance with Clause 9 of the existing SLA, should Ledbury Town Council wish to extend this agreement beyond the expiry of the initial term, Herefordshire Council would propose a one (1) year extension on the same terms of the existing SLA. We would ask that any confirmation to extend the current SLA be made in writing at least three (3) months before the expiry date.

The requested contribution from Ledbury Town Council towards CCTV in Ledbury for the next financial year, 2027-28, would be **£11,456.45**.

This amount has been calculated using this year's figure (£11,026.42) with a percentage increase of **3.9%**, being the RPI rate announced for September 2026.

As always, we would like to extend an invitation to you and colleagues to visit the CCTV Control Room and observe how this valuable service operates to facilitate the compliant access to CCTV footage by various stakeholders on your behalf. This visit can be accommodated as a group or individually.

If you require any further information, please do not hesitate to make contact.

Yours sincerely,

Interim CCTV & Regulatory Intelligence Manager

SERVICE LEVEL AGREEMENT
CCTV

1.0 Date of Agreement

THIS AGREEMENT is made on the 4 June 2020

2.0 Parties to Agreement

BETWEEN

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL of Council Offices, Plough Lane, Hereford, HR4 0LE ("the Council") of the first part and LEDBURY TOWN COUNCIL of the second part ("the Service Recipient).

3.0 Duration of Agreement

3.1 This Agreement shall come into force on the 1 April 2020 ("the Commencement Date") and shall terminate on the 31 March 2025 ("the Termination Date") (the "Initial Term"); unless extended in accordance with paragraph 9 for a further maximum period of 4 (four) years or shall continue unless determined on notice as hereinafter provided.

4.0 Service Level

4.1 The service being provided under this Agreement is a CCTV monitoring system in and around LEDBURY in accordance with the established CCTV Code of Practice ("the Service").

4.2 This Agreement establishes the level of service in providing CCTV equipment ("the CCTV Equipment") and monitoring to LEDBURY areas ("the Service Level") and the annual financial contribution payable by the Service Recipient towards the Service ("the Annual Contribution").

4.3 The Service Level is set out in Appendix 1 and the Annual Contribution is set out in Appendix 2.

5.0 Services Aims and Objectives

5.1 The Council shall provide a CCTV monitoring service for LEDBURY, to the Service Level.

6.0 Payment Arrangements

6.1 The Service Recipient shall pay to the Council the Annual Contribution as set out in Appendix 2.

7.0 Administrations and Technical Support

The Council's CCTV Compliance Manager shall provide the administrative and technical support necessary to operate the CCTV system at LEDBURY to the Service Level and the Service Recipient acknowledges that the CCTV Equipment will remain in the ownership of The Council at all times.

8.0 Increase/Decrease in Service and Termination

8.1 Where the Council and the Service Recipient deems increases or decreases to either the level of service or the areas covered necessary, then these changes shall be negotiated and accommodated at the earliest opportunity and recorded in writing and signed by both parties as an addendum to this Agreement.

8.2 Each party shall give the other not less than 6 (six) months written notice of its intention to terminate this Agreement.

9.0 **Extension of Term**

9.1 If the Service Recipient wishes to extend this agreement beyond the expiry of the Initial Term, it shall give the Council at least three (3) months' written notice of such request prior to the expiry of the Initial Term setting out the length of extension required provided always that the Customer shall not be entitled to extend the Initial Term by more than 4 (four) years. If the Customer gives such notice then this agreement shall continue on the same terms as set out herein.

10.0 Councils Additional Responsibilities

10.1 To provide a response to all complaints/enquiries within 10 working days.

10.2 To advise the Service Recipient of foreseeable difficulties in service delivery.

10.3 To routinely liaise with the Service Recipient to assess the financial and operational position of the service.

11.0 Service Recipients Additional Responsibilities

11.1 To liaise with the Council to assess the operational position of the service.

11.2 To fund the level of service requested by the Service Recipient ensuring adequate provision for any agreed service improvements, or increases in areas requiring CCTV in accordance with paragraph 6.

11.3 To consider reports provided by the Council on the need for additional or complimentary CCTV and make clear decisions on the finance for such work.

12.0 Liability

12.1 Save for liability for death or personal injury arising from their negligence, the Council will not be liable to the Service Recipient in respect of any loss or damages incurred by the Service Recipient as a result of a failure by the Council to provide the services.

12.2 Copyright of all images and tapes of all images will remain the property of the Council. However, as the nominated responsible officer for the day to day operation of the CCTV system, the CCTV Compliance Manager has a legal obligation to ensure compliance with the Data Protection Act 2018 and will make all decisions on the release of information.

13.0 Force Majeure and Disaster Recovery Plan

13.1 Neither party shall have any liability under or be deemed to be in breach of this Agreement for any delays or failures in performance which result from circumstances beyond the reasonable control of that party (an event of "Force Majeure"). In the event that a Force Majeure event continues for a continuous period of more than 6 months, either party may terminate this Agreement by written notice to the other party.

14 Arbitration

14.1 Should the parties be drawn into dispute over any part of this agreement then it shall fall to the Chief Executive of the Council and the Clerk of the Service Recipient to determine an outcome.

14.2 Their decision shall be final and binding.

Signatories to this Agreement



Chris Jenner, Assistant Director Technical Services

The County of Herefordshire District Council

Date: 5 June 2020



Ledbury Town Council

Date 13 June 2020

APPENDIX 1 THE SERVICE

Locations of Cameras in LEDBURY

301	High Street
302	Market Place
303	Top Cross
304	Walled Garden
305	Church Lane

The Service shall provide:

(a) Processing of all invoices relating to the operation of a CCTV monitoring system

(b) Arranging the repair/replacement of the CCTV Equipment, as it becomes faulty, in accordance with its maintenance schedule

(c) Investigation and response to all complaints from members of the public concerning the operation of the CCTV Equipment.

(d) Liaison with operational partners including the Police on a regular basis to ensure the system is utilised to its maximum potential but still remains within the operational parameters.

(e) To register the system under the Data Protection Act 2018 and to assess the schemes impact on the Human Rights Act 1998 and other legislation as it is introduced.

(f) Undertaking management checks and audits as necessary to ensure the system is operated professionally and competently.

(g) Insuring the CCTV Equipment against vandalism, damage and loss.

(h) Providing quarterly incident reports and annual updates on the Service.

(i) Managing the contract with the third party contractor ("the Contractor") that operates the CCTV system and the CCTV Control Room on behalf of the Council ("the Third Party Contract").

(j) Ensuring any breakdowns/technical faults are minimized and rectified as soon as is reasonably practicable in order that down time is minimal and the Service outlined can be delivered as per specification set out in the Third Party Contract. (The Third Party Contract requires engineers to attend to any critical faults within 6 hours between the hours of 10:00 and 18:00 Sunday to Thursday and 10:00 and 21:00 Friday and Saturday, and non critical faults within 24 hours Monday to Friday.)

Operational Parameters

It is important to emphasise that the CCTV system is not a "spy" system. It is intended to assist in the detection of crime and the criminals involved, and to provide evidence is support of successful prosecutions. There will be no interest shown in or deliberate monitoring of, people carrying out their legitimate business.

The system seeks to contribute towards achieving the following strategic objectives:

(a) To detect, prevent or reduce the incidence of property crime and offences against the person.

(b) To reduce theft of vehicles and theft from vehicles, both on street and in the car park.

(c) To improve general security, both in terms of personal security and security of buildings and premises. To make LEDBURY a safer area in which to live.

(d) To improve communication and the operational response of Police patrols in and around the area.

(e) To reduce the level of crime, anti-social behaviour and public disorder.

(f) To identify and respond effectively to all harassment.

(g) To reduce graffiti, vandalism and other criminal damage within the surveillance area to improve the environment and reduce maintenance costs.

System Operation

The following services will be provided by the Contractor, who will manage and operate the CCTV system on behalf of the Council.

(a) To record images from all cameras in the area 24 hours per day throughout the year and manage the supporting storage system.

(b) To staff the control room during agreed (contracted) hours throughout the year with competent CCTV operators.

(c) To respond to criminal incidents in and around the LEDBURY area as referred to the control room from other agencies/partners.

(d) To monitor proactively the LEDBURY area with the intention to identify criminal and anti-social behaviour.

(e) To record all observed incidents of criminal and anti-social activity, and refer such activity to the appropriate agency for a response.

(f) To provide recorded material of acceptable evidential standards to the Police for criminal prosecutions. Such evidence will include all necessary paper work, operator logs and witness statements.

(g) To undertake pre-arranged presentations of the systems effectiveness to community representatives from LEDBURY.

(h) To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018.

APPENDIX 2 –SUMMARY OF ANNUAL CONTRIBUTION

Contribution made in 2020/2021

BUDGET	£
Total cost of running Ledbury's system 2020/2021	16,888.06
Ledbury Town Council's (Initial Contribution) 2020/2021	8,153.66

Payment of the Annual Contribution will be made in equal instalments quarterly from April to June, July to September, October to December and January to March. For the first year of this agreement the contribution shall be the amount identified as the Initial Contribution above.

In subsequent years the annual contribution will be increased each year in line with inflation, using the National Statistics Online Monthly RPI, and will be notified in October of each year.

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 21

Report prepared by Sophie Rudd – Administrative Assistant to the Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

		Deadline for comments/ determination	Application details
1.	262547	Deadline date for comments **21/10/2026** Target determination date **27/10/2026**	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN** (LTC response deferred pending further information in respect of waste and traffic management of the site will be addressed)
2.	263087	Deadline date for comments **03/12/2026** Target determination date **23/12/2026**	Complete restructuring of roof to rectify structural defects, works include demolition of gable apex and rebuilding in a like for like manner. Removal of steel truss roof structure and reinstatement in new timber. **25 High Street Ledbury Herefordshire HR8 1DS – LISTED BUILDING CONSENT**
3.	263310	Deadline date for comments **03/12/2026** Target determination date **29/12/2026**	Replacement of 3 internal doors and 1 new internal door. **13, 13a & 13b New Street Ledbury Herefordshire HR8 2DX – LISTED BUILDING CONSENT**

Recommendation

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

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 21(i)

Report prepared by Angela Price – Town Clerk

UPDATE IN RESPECT OF PLANNING APPLICATION NO. 262547

Purpose of Report

The purpose of this report is to provide Members with responses received from Herefordshire Council in respect of planning application no. 262547.

Detailed Information

Members will recall that at their meeting on 5 October 2026 the deferred their response to planning application no. 262547 pending clarification on how waste and traffic management would be addressed at the site.

On return from annual leave the Clerk wrote to Planning Officers requesting this information.

The initial response from the Case Officer was that she was waiting on a response to the Council's Area Engineer comments; she also noted that the development proposed does not propose car parking only two cycle spaces and that in terms of drainage the application proposes a connection to the mains sewer.

A further email was sent by the Clerk chasing any further update; the officer responded on 18 November to advise that she was still waiting on some outstanding consultee comments, but that the agent had submitted some further details regarding access which can be seen on the website but that she had received nothing relating to parking. The application can be accessed via the following link:

https://www.herefordshire.gov.uk/planning-and-building-control/planning-search/details?id=262547

Recommendation

That Members receive and note the above information and consider whether they are able to provide a response in respect of planning application no. 262547 based on the additional information on the planning portal and limited responses received from the Case Officer.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
4 JUNE 2026				
261238	Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. **Land South of Leadon Way, Ledbury, Herefordshire,**	**OJ**	**That this planning application be referred to a meeting of the Major Planning Application Working Party. – No objection.**	**No decision**
25 JUNE 2026				
261508	Change of use of an existing shop (Use Class E) to a Hot Food takeaway (sui generis) – **23 High Street, Ledbury, Herefordshire, HR8 1DS**	**AM**	**No Objection**	**No Decision**
16 JULY 2026				
261165	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - **Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,**	**OJ**	**No Objection**	**No Decision**
261238	Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. **Land South of Leadon Way, Ledbury, Herefordshire**	**OJ**	**No Objection**	**No Decision**

6 AUGUST 2026				
262052	Construction of pump track and associated landscaping – **Land at Martins Way Park, Ledbury, Herefordshire**	**RJ**	**Objection submitted by email on 02/10/2026.**	**No Decision**
3 SEPTEMBER 2026				
261558	Garaging with storage above and external staircases as revised design to previously approved carport building to Plots D and E. - **Site at Upper Mitchell Farm Bradlow and Westhill Ledbury Herefordshire HR8 1JF**	**AM**	**No objection**	**No Decision**
262125	Modernisation and improvement of existing off-road driving track and obstacles, with associated landscape, drainage and biodiversity enhancement works. - **Land at Land Rover Experience, Sheep Field Eastnor Ledbury Herefordshire**	**CAH**	**No objection**	**No Decision**
24 SEPTEMBER 2026				
262054	Replacement of rear concrete balcony - **St Katherines Hospital High Street Ledbury Herefordshire HR8 1DZ**	**KR**	**No objection**	**Approved with Conditions**
262055	Replacement of rear concrete balcony - **St Katherines Hospital High Street Ledbury Herefordshire HR8 1DZ- Listed Building Consent**	**KR**	**No objection**	**Approved with Conditions**
262547	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN**	**AM**	**This item was deferred to a future meeting of Council subject to additional information being available.**	**No Decision**
15 OCTOBER 2026				
262349	Change of use from Factory (B2) to Warehouse & Distribution (B8) - **H Westons & Sons Ltd (Applewood) Dymock Road Ledbury Herefordshire HR8 2HT**	**JP**	**No objection – comment to highlight that the saved route for the Hereford and Gloucester Canal should be considered**	**No Decision**

262547	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN**	**AM**	**That consideration of this planning application be deferred pending clarification being sought on how waste and traffic management of the site will be addressed**	**No Decision**
262771	Application to determine if prior approval is required for a proposed: Change of use of first floor and part ground floor from retail (Use Class E) to 3 No. residential flats (Use Class C3). - **119-121 The Homend, Ledbury, Herefordshire, HR8 1BP**	**JP**	**No objection**	**Prior Approval Refused**
262797	Application for Permission in Principle for a four-bedroom dwelling is to be made from 5x 40ftx8ft containers on the ground floor, with a timber frame above to create a dormer style bungalow. There will also be a detached garage within the site, that is to be made from 2x 30ftx8ft containers, with at least 5 parking spaces in front - **Land at The Old Paddocks Bromyard Road Ledbury Herefordshire HR8 1LG**	**JP**	**Objection on the grounds of the development being outside of the permitted development area; the structural integrity of the proposals and Development in open countryside (RA3)**	**Refused**
262921	Works to Trees in a Conservation Area - **Lower Orchard South Parade Ledbury Herefordshire HR8 2HA**	**NMG**	**No objection**	**Trees in Cons Area Works Can Proceed**
05 NOVEMBER 2026				
262547	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17 19 The Homend Ledbury, Herefordshire HR8 1BN**	**AM**	**Deferred to FC meeting on 26/11/2026**	
262792	Siting of an 8-birth timber lodge for occupation by pack house workers to replace the existing workers accommodation on site. - **Wye Fruit Ledbury Herefordshire HR8 1LG**	**TBC**	**No objection**	

262795	Stationing of 36x12ft static caravan to be housed within the site. - Land at **The Old Paddocks Bromyard Road Ledbury Herefordshire HR8 1LG**	**TBC**	**Objection on the grounds as previously submitted, in support of comments made by Wellington Heath Parish Council.**	
262883	Existing damaged stone plinth and replaced with proposed buff brickwork to match - **Sear House Bye Street Ledbury Herefordshire HR8 2AA**	**KR**	**No objection**	
263049	Reinstatement of planning and LBC (applications 194103 and 194114) for an extension from the existing service staircase enclosure to enable installation of new lift - **Netherhall Ledbury Herefordshire HR8 1DJ**	**TBC**	**No objection**	
263050	Reinstatement of planning and LBC (applications 194103 and 194114) for an extension from the existing service staircase enclosure to enable installation of new lift - **Netherhall Ledbury Herefordshire HR8 1DJ – LISTED BUILDING CONSENT**	**TBC**	**No objection**	
263078	Variation of condition 4 & 5 of planning permission 261077 (Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii))) - to allow small-scale, pre-booked educational workshops and teaching activities ancillary to the approved light industrial workshop use (Use Class E(g)(iii)). – **Orchard Cottage, Ledbury, Herefordshire, HR8 1LG**	**TBC**	**No objection**	

MINUTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY
HELD ON 13 NOVEMBER 2026

PRESENT: Councillors Bradford, Hamblin, Hill, and Wilkinson (Chair)

ALSO PRESENT: Angela Price – Town Clerk

7. **APOLGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin, Harvey, and Harvey.

8. **TO RECEIVE DECLARATIONS OF INTEREST**

None received

9. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 17 SEPTEMBER 2026**

It was noted that at the meeting held on 17 September 2026 it was specifically mentioned that the report would include comments in relation to NDP Policy CL1.1 and CL 2.1 and that response provided to the planning authority had not included detail in respect of this. It was considered that this was the reason for the further meeting of the Working Party to develop a more detailed response taking into account these two policies. and other issues listed in the objection

RESOLVED:

That the minutes of the meeting of the Major Planning Applications Working Party held on 17 September 2026 be received and noted.

10. TO DRAFT A FORMAL RESPONSE TO PLANNING APPLICATION NO. 262502 – CONSTRUCTION OF PUMP TRACK AND ASSOCIATED LANDSCAPING – LAND AT MARTINS WAY PARK, LEDBURY, HEREFORDSHIRE

The Chair advised that she had clarified with the Clerk the role of the Major Planning Applications Working Party and that the Clerk had advised that it is acceptable for the Working Party to submit more detailed responses in respect of larger planning applications.

Councillor Wilkinson referred to comments that had been provided to all Councillors ahead of the meeting, which had been broken down into each of the areas of grounds for objection provided within the minutes of the meeting of the Working Party held on 18 September 2026 as follows:

1. Relative Distance to Residential Homes
2. Drainage Concerns and Water Run-off – Further concerns regarding biodiversity and open spaces
3. Lack of Toilet Facilities
4. Lack of Parking Facilities
5. Future maintenance and Ownership
6. Health and Safety Concerns
7. Noise
8. Residential Amenities
9. Residential Amenities – Anti-Social Behaviour
10. Quality of Application/S106 Funding

Members discussed the detailed provided under each of the above headings and it was noted that any response should be based on planning matters and facts and not opinions and emotions.

Concerns were raised in relation to whether a drainage survey had been undertaken as part of the planning application. Members noted that there was no evidence that this had been done and therefore it was difficult to understand what the impact of the Pump Track would be.

It was agreed that the main objective of the Major Planning Working Party meeting was to agree that the notes provided by Councillor Wilkinson should form the basis of a more detailed response to this planning application.

Councillor Hamblin advised that some of the detail in point ten should be checked for accuracy particularly in respect of how many young people had been surveyed (624) and that only 4 had requested a pump/BMX track. It was agreed that Councillor Hamblin would provide more detail in respect of the POV survey for inclusion in the draft report.

Members were reminded that when providing a response to larger planning applications on the Herefordshire Council Planning Portal there is an opportunity to make suggestions on what any S106 monies collected as a result of the development could be earmarked for. The Clerk also reminded that the Council have a S106 List which they have provided to planning officers, and that this should be reviewed regularly.

Councillor Wilkinson had also provided comments in response to the Planning Re-consultation submitted by Richard Greenway, Senior Landscape Officer at Herefordshire Council. It was felt that the re-consultation letter appeared to rely on opinion rather than fact and Members queried how the points made by Mr Greenway aligned with his role of Landscape Officer and felt that this should be raised as a concern with Councillor Hurcomb at the meeting on 20 November. Members considered that the letter had challenged a number of the points raised by Ledbury Town Council and that there should be a right of reply to this letter.

Members asked why the letter had been issued as a re-consultation, as they understood that the original consultation period was still open. They expressed concern about the timing of the letter and raised questions about its tone and clarity, the evidence supporting some of the views expressed, and whether some comments fell within the author's remit.

Councillor Hill suggested that a recommendation be submitted to Council that the request the letter from Mr Greenway be withdrawn from the public record.

Members were asked to consider the comments in response to the re-consultation letter, noting that these comments should also be used to inform the detailed response to the planning application.

RESOLVED:

1. **That the Chair and Vice-Chair of the Planning Committee be delegated to prepare a draft response to planning application 262052 and that the draft be shared with those Members present at the meeting for agreement ahead of it being recommended to Full Council on 26 November 2026.**

2. **That the draft response includes the draft comments prepared by Councillor Wilkinson and the questions provided in response to the planning re-consultation letter.**

3. **That the final draft be provided to the Clerk by Thursday, 19 September to enable the draft to be included in the agenda pack for the Council meeting scheduled for 26 November 2026.**

4. **That the Clerk invite the S106 Officer to a meeting of Councillors to help explain S106.**

5. **That Councillor Wilkinson and the Clerk liaise in respect of a draft of questions to be provided to Councillor Hurcomb ahead of the meeting on 20 November 2026.**

RECOMMENDATIONS

1. **That Council be asked to approve the final draft response to Herefordshire Council Planning in respect of planning application no, 262052.**

2. **That a recommendation be submitted to Council that the letter from Mr Greenway be rejected and a request made that the letter be written in a more professional, respectful style.**

11. FEEDBACK ON TEAMS MEETING RE THE DYMOCK ROAD DEVELOPMENT – 29 OCTOBER 2026

Members who had been at the meeting with Gladman were invited to share their thoughts on the meeting.

It was suggested that there did not appear to be much change from the previous application. It was also noted that as Hereford no longer has the required housing supply numbers it is likely that this development will eventually be approved. Members were concerned that if this is the case it will create a precedence for further developments.

RESOLVED:

That the comments from Members in respect of the meeting with Gladman be noted.

The meeting ended at 16:23.

Signed …… Date ……..

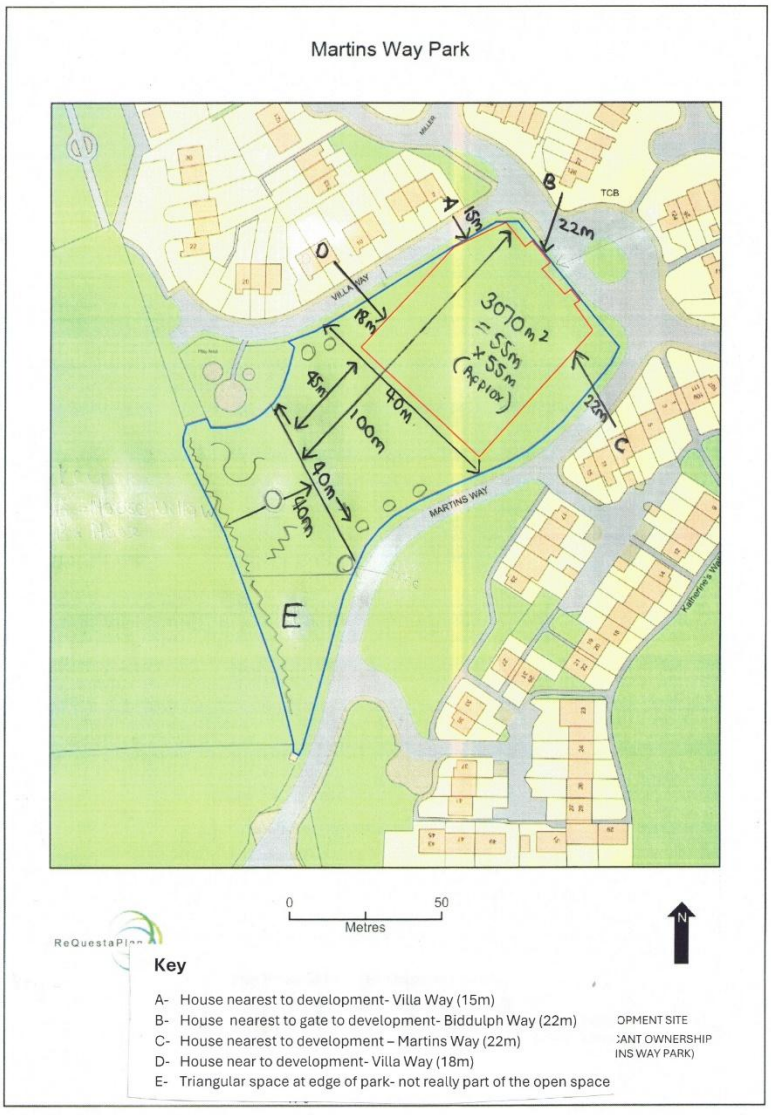
FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 23(ii)

Comments on Planning Application 262052- Pump Track at Martins Way

Purpose : To expand on and clarify LTC objections to the application

LTC Full Council on 24th September voted overwhelmingly to register an objection to the development of a Pump Track at Martins way.
The objection was sent by email on 2nd October 2026.
The response was very brief, and we feel does not reflect the detailed discussions of the Working Party, Full Council, and representations by members of the public.
The Objection was characterised under the following headings:

1. **Relative distance to residential homes.**
   Fields in Trust recommend that recreational facilities be positioned at least 20 metres away from residential boundaries. This application breaches this on several occasions, see diagram



2. Drainage Concerns and Water run off- Further concerns regarding biodiversity and open spaces

We are aware that the bottom end of the site and into platinum way has flooded in the past. We have not seen concrete evidence that a full survey has taken place.

This and other issues fall under the Ledbury NDP, alongside the Hereford Core Strategy incorporating SD1, LD1,LD2, LD3, OS1, OS2, OS3, SD3 and MT1. These cover sustainable design, landscape biodiversity, green infrastructure , open space, water management and highways

3. Lack of Toilet facilities

There are no proposed or planned toilet facilities. It has been suggested by the Landscape Officer that people using the track will use the public toilet facilities in Town. There are several issues with this:

a) All toilet facilities close on or before 18.00- what happens after this time, especially in the summer months when it is light until 23.00
b) All the facilities are approx. 1 mile from the proposed track and therefore it seems unrealistic that users will travel to use the facilities
c) The landscape Officer suggests the use of the toilets in Tesco. It should be noted theses are private and for the use of customers only, they are not a public toilet facility.

In conclusion- we share the concerns of local residents that users will relieve themselves in the environs of the track- especially in the lighter evenings.

4. Lack of Parking facilities

Thers is no proposed additional parking at the proposed site. This again raises issues:

a) If users travel from any of the outlying areas, inevitably this will result in users arriving by car. It should be noted that quite a number of supporting statements have been received from the outlying villages, and GL and WR postcodes. It is reasonable to assume they will arrive by car. Parking on Martins way is already hazardous due to the severe bend in the road.
b) Parking in Villa Way would impact negativity on residents.
c) The alternative in the ‘turning circle’ at the end of Biddulph Way is equally unsuitable as it accommodates the local bus turning and in addition school buses park for periods during the day by the access gate (see photos submitted by local resident Victoria Booton)
d) The Landscape officer’s report suggests users will arrive by public transport. However, the local bus services do not allow bicycles on their vehicles, except for small folding bicycles. It seems unlikely that the users of such folding bikes are likely to want to us a pump track. The proposed track is therefore not accessible by public transport.

5. Future Maintenance and ownership

It is difficult to LTC to make an informed decision with the possibility of a potential Community Asset Transfer of recreational spaces in Ledbury. Although there is a management and maintenance plan in the proposal it is unclear as to whether this is fully costed and/or realistic

6. Health and Safey Concerns

Aside from the possibilities of minor injuries associated with biking activities. Local residents also highlighted the restricted room for an Air Ambulance to land. This site has been used on a number of occasions as it is one of the few green spaces still available in the area. I understand the Air Ambulance service has not been consulted in respect of this proposal.

They also highlighted the parking concerns previously mentioned. The mix of children/young people and cars and buses must be a consideration.

7. Noise

The Landscape officer in his report asserts that noise levels (decibels) will not be at increased or unacceptable levels. This is his opinion and we have not seen any evidence of findings.

It is accepted that, during daylight hours the sound of children enjoying themselves is not an issue, however the possibility of loud voices and/ or foul language is a very real possibility later in the evening (especially in the summer months.

8. Residential Amenities

Please see extract from Ledbury NDP 2021-2030 CL1.1

Policy CL1.1 Community Services and Facilities Proposals for new or expanded community services and facilities in Ledbury will be supported where residential amenity is protected. Such community services and facilities include, but are not limited to, health and care services, the emergency services and sports, leisure, educational and youth services. Developer Contributions via Section 106, Community Infrastructure Levy and/or other mechanisms will be sought to enable the provision of these community services and facilities to ensure that growth fully mitigates the impacts that it causes upon Ledbury and the surrounding area. Ledbury Neighbourhood Development Plan 2021 – 2031: March 2023 66 In all instances access and facilities for people with mobility impairment should be provided.

Highlighted areas indicate that there is indeed a potential impact of this proposal on residents. In addition, has consideration been given to Section 149 of the Equality Act 2010 to ensure people with limited mobility still have full access to green open spaces. We can find no reference to this in the application.

Objective CL2.1 To protect and enhance our green and open spaces and playing fields, including the Riverside Park and the Line Bank Town Trail. Policy CL2.1 Protection of Open and Green Spaces and Playing Fields Important open or green spaces which contribute to the distinctive spatial character, form, pattern and green infrastructure of Ledbury offer variously the following benefits: a) It provides relief within an otherwise built-up frontage or within developments. b) c) d) e) f) g) h) i) j) It creates and maintains a well-defined edge to the settlement. It provides a buffer between incompatible uses. It provides important views into or out of settlements and of attractive buildings and their settings, or of attractive landscapes. It provides an important amenity of value to the local community. It represents a familiar or distinctive element within an attractive street scene. It represents a historic element within the origins or development of the settlement or area. It provides wildlife corridors or stepping-stones within built up areas. It contributes in other important ways to the objectives for green infrastructure set out in Appendix 2. It is a playing field or other formal recreational facility. Ledbury Neighbourhood Development Plan 2021 – 2031: March 2023 68 Open and green space as shown on Map 11 is to be protected and maintained and loss of the space will only be permitted if it can be shown to be surplus to requirements for recreational purposes or the value of its visual, historic and community attributes is considered to be outweighed by the benefits of development.

Highlighted areas illustrate 2 issues:

a) Wildlife is unlikely to inhabit an area which has been extensively tarmacked. There is evidence of bats, muntjac deer, hedgehogs and rabbits inhabiting the space at present.
b) This is one of the very last remaining open spaces serving hundreds of residents in Ledbury- is it not to be protected?

9. Residential Amenities- Anti- Social Behaviour

Despite reassurances the local residents have a real fear of the proposed track providing an opportunity for anti-social behaviour. Especially the in the lighter evenings. Currently there are a group of young people who regularly ride down Biddulph Way on bicycles and e-bikes. They often do this in the early hours of the morning. Local residents are concerned that the pump track will simply further encourage poor behaviour. Evidence suggests that other recreational areas have not been respected by users, with litter, broken glass as well as evidence of alcohol and drugs use.

10. Quality of application/106 Funding

A POV survey suggests that a majority of young people want a pump track. The fact is that in over 600 young people surveyed only 4 requested a pump/BMX track or mountain bike activity. The majority want access to more fast-food outlets!

The ‘consultation’ with local residents took place on a weekday in the afternoon in July 25. Local residents maintain that they were unaware if the meeting and would have been at work at such a time.

When the application 262052 became ‘live’ in July 26 there were no ‘yellow notices’ posted until the end of August, thus cutting down the time to submit opinion and raise awareness of the proposal. Whilst this is not an absolute legal requirement, it is widely accepted as best practice.

Section 106 funding: It has been suggested that the Section 106 funding was specifically allocated to the proposed development. The evidence suggests that the funding was allocated to the developers at the Platinum way development to the sum of £72,940. This was some time ago – 2020. At no time was it specified the monies had to be spent on the Martin’s Way site or specifically for a pump track. There is still need for further clarification regarding the Section 106 funding which has been sought.

Conclusion

Our objection is not that a pump track would not be a good thing for young people but it goes against the view of local residents most affected in the specific location and planning considerations in the Ledbury NDP

Herefordshire Council

MEMORANDUM

To	:	**Cllr Harvey, Cllr Peberdy, Cllr Simmons, Bruce Evans, Nicola Percival, Waste Management, Town Clerk, PMO**			
From	:	**Yvonne Coleman – Planning Obligations Manager**			
Tel	:	**01432 383083**	My Ref	:	**171532**
Date	:	**21 October 2026**	Your Ref	:	

SITE:	**LAND NORTH OF VIADUCT, ADJOINING ORCHARD BUSINESS PARK, LEDBURY, HEREFORDSHIRE**
DESCRIPTION:	**SITE FOR A MIXED USE DEVELOPMENT INCLUDING THE ERECTION OF UP TO 625NEW HOMES(INCLUDING AFFORDABLE HOUSING), UP TO 2.9 HECTARES OF B1 EMPLOYMENT LAND, A CANAL CORRIDOR, PUBLIC OPEN SPACE (INCLUDING A LINEAR PARK),ACCESS, DRAINAGE AND GROUND MODELLING WORKS AND OTHER ASSOCIATED WORKS. THE PROPOSAL IS FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED FOR FUTURE CONSIDERATION WITH THE EXCEPTION OF ACCESS**
PLANNING APPLICATION NO:	**171532**

The following payment has been received with regards to the above development and paid into the following accounts:

PAYMENT TOWARDS	PAYMENT AMOUNT RECEIVED	PAYMENT HELD IN ACCOUNT NUMBER
Transport Phase One 1st 25% - to be used towards: the widening of the narrow footbridge over the Town Trial over Orchard Lane; improvements to Bye Street where it is crossed by the Town Trail; refurbishment of the Town Trail between Orchard Land and Bye Street; and refurbishment of the Town Trail south of Bye Street.	£136,227.54	B99999 B03302 FIN2219 GT06
Recycling Phase Two (full payment) - one waste collection bin and one recycling collection bin to be provided for each dwelling	£13,796.40	50/50 B99999 B03303 FIN2291 GT01/GT02

This is a site for up to 625 new homes and is being built out in 3 phases. The first payment is for phase one 1st 25% of transport contribution, the 1st of 3 phased payments within this phase. The second payment is for phase two full recycling payment. The spend date will not be triggered until the final payments for phase 3 have been received.

MRS YVONNE COLEMAN
PLANNING OBLIGATIONS MANAGER

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 25

Report prepared by Angela Price – Town Clerk

REPLACEMENT TOWN MAPS FOR LEDBURY'S DISPLAY BOARDS

Purpose of report

The purpose of this report is to update Members following the deferral of this item on 15 October 2026 and to note that the *Explore Herefordshire* map, which includes a detailed inset of Ledbury town centre, is now available. The report also records the information still to be confirmed before the proposal is brought back to Full Council for decision.

Detailed Information

An award was made of £1,046 from the Market Towns Fund towards the design and production of four replacement visitor maps for the existing display boards at High Street, Bye Street Car Park, St Katherine's Car Park and Tesco Car Park. A separate proposal was made to install an additional map at Ledbury Railway Station.

At its meeting on 15 October 2026, Full Council resolved that officers write to Orphans Press requesting examples of its previous work and mock-ups of the proposed maps. Members expressly requested that the report only return to Full Council once the requested information had been obtained.

Map now available

The *Explore Herefordshire* map is now available and is provided at Appendix A. The Ledbury inset illustrates how local streets, heritage buildings, visitor attractions and walking routes can be presented. It provides a visual reference for the style and level of detail that could be used on the replacement maps.

Financial implications

The quotation previously reported the cost for the four replacement maps was £957.24 excluding VAT for waterproof posters or £1,013.68 excluding VAT for gloss-laminated prints mounted on 3 mm Foamex. The additional railway station map was separately estimated at £91.45, with funding proposed from the Promotional Materials budget (107/4703). Officers should confirm that the quotation and grant funding remain available when preparing the report for decision.

Recommendations

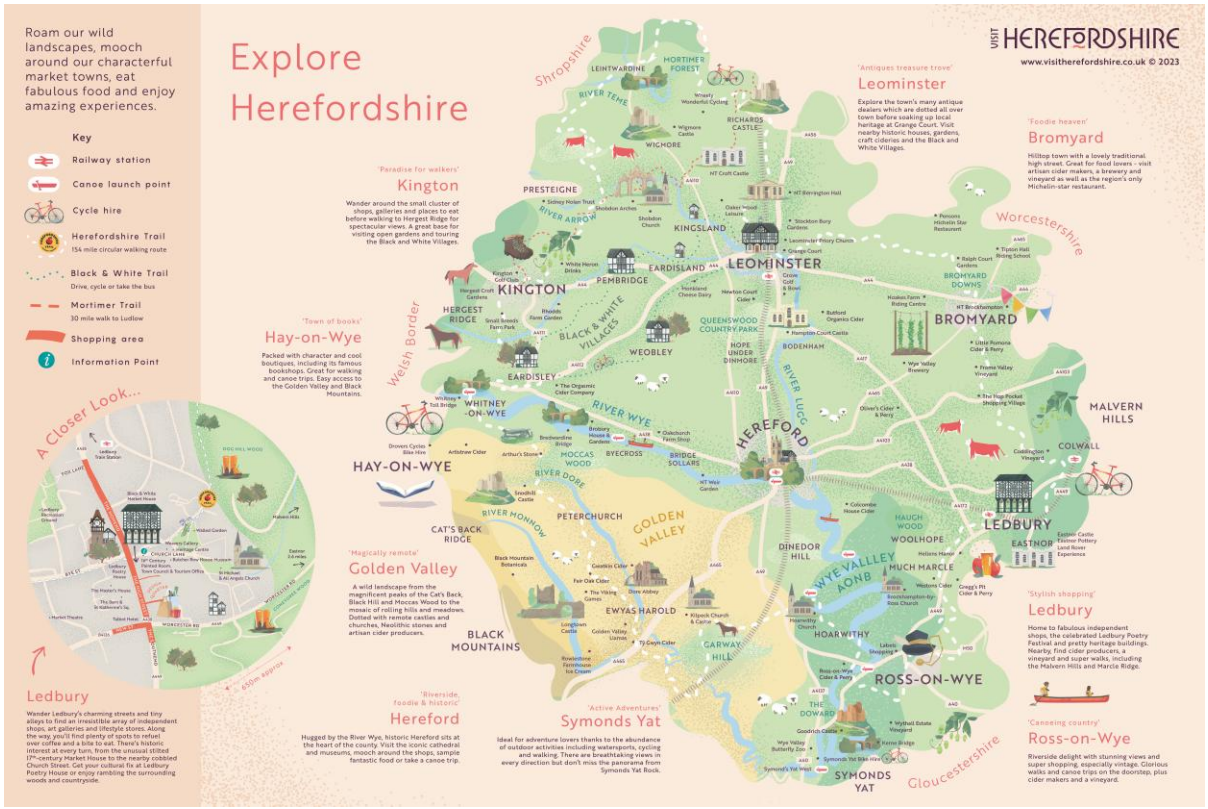
Members are requested to:

1. Approve the quotation from Orphans Press for the production and printing of four replacement town maps, to be funded through the £1,046 grant awarded from the Market Towns Fund. Designs will be submitted to Full Council accordingly and when available.

2. Approve the production and installation of an additional town map at Ledbury Railway Station at a cost of £91.45, with funding to be met from the Promotional Materials budget line 107/4703.

3. Instruct officers to assess refurbishment requirements of existing map boards, to include the replacement of Perspex panels and obtain quotes.

4. That on recruitment to the Community Development Officer role the TEMAP Working Party be reinstated to ensure that this project is continued.


Roam our wild landscapes, mooch around our characterful market towns, eat fabulous food and enjoy amazing experiences.
Key
Railway station
Canoe launch point
Cycle hire
Herefordshire Trail
154 mile circular walking route
Black & White Trail
Drive, cycle or take the bus
Mortimer Trail
30 mile walk to Ludlow
Shopping area
Information Point
A Closer Look...
Ledbury
Wander Ledbury's charming streets and tiny alleys to find an irresistible array of independent shops, art galleries and lifestyle stores. Along the way, you'll find plenty of spots to refuel over coffee and a bite to eat. There's historic interest at every turn, from the unusual stilted 17th-century Market House to the nearby cobbled Church Street. Get your cultural fix at Ledbury Poetry House or enjoy rambling the surrounding woods and countryside.
Explore Herefordshire
VISIT HEREFORDSHIRE
www.visitherefordshire.co.uk © 2023
'Paradise for walkers'
Kington
Wander around the small cluster of shops, galleries and places to eat before walking to Hergest Ridge for spectacular views. A great base for visiting open gardens and touring the Black and White Villages.
'Town of books'
Hay-on-Wye
Packed with character and cool boutiques, including its famous bookshops. Great for walking and canoe trips. Easy access to the Golden Valley and Black Mountains.
'Magically remote'
Golden Valley
A wild landscape from the magnificent peaks of the Cat's Back, Black Hill and Moccas Wood to the mosaic of rolling hills and meadows. Dotted with remote castles and churches, Neolithic stones and artisan cider producers.
'Riverside, foodie & historic'
Hereford
Hugged by the River Wye, historic Hereford sits at the heart of the county. Visit the iconic cathedral and museums, mooch around the shops, sample fantastic food or take a canoe trip.
'Active Adventures'
Symonds Yat
Ideal for adventure lovers thanks to the abundance of outdoor activities including watersports, cycling and walking. There are breathtaking views in every direction but don't miss the panorama from Symonds Yat Rock.
'Antiques treasure trove'
Leominster
Explore the town's many antique dealers which are dotted all over town before soaking up local heritage at Grange Court. Visit nearby historic houses, gardens, craft cideries and the Black and White Villages.
'Foodie heaven'
Bromyard
Hilltop town with a lovely traditional high street. Great for food lovers - visit artisan cider makers, a brewery and vineyard as well as the region's only Michelin-star restaurant.
'Stylish shopping'
Ledbury
Home to fabulous independent shops, the celebrated Ledbury Poetry Festival and pretty heritage buildings. Nearby, find cider producers, a vineyard and super walks, including the Malvern Hills and Marcle Ridge.
'Canoeing country'
Ross-on-Wye
Riverside delight with stunning views and super shopping, especially vintage. Glorious walks and canoe trips on the doorstep, plus cider makers and a vineyard.
Shropshire
Worcestershire
Welsh Border
Gloucestershire
LEINTWARDINE
MORTIMER FOREST
RIVER TEME
WIGMORE
RICHARDS CASTLE
PRESTEIGNE
RIVER ARROW
KINGSLAND
LEOMINSTER
PEMBRIDGE
EARDISLAND
KINGTON
HERGEST RIDGE
BLACK & WHITE VILLAGES
QUEENSWOOD COUNTRY PARK
HOPE UNDER DINMORE
BODENHAM
BROMYARD
BROMYARD DOWNS
WEOBLEY
EARDISLEY
WHITNEY -ON-WYE
RIVER WYE
HEREFORD
RIVER LUGG
MALVERN HILLS
COLWALL
HAY-ON-WYE
MOCCAS WOOD
BYECROSS
BRIDGE SOLLARS
RIVER DORE
RIVER MONNOW
PETERCHURCH
GOLDEN VALLEY
CAT'S BACK RIDGE
DINEDOR HILL
HAUCH WOOD
WOOLHOPE
LEDBURY
EASTNOR
WYE VALLEY AONB
MUCH MARCLE
EWYAS HAROLD
BLACK MOUNTAINS
GARWAY HILL
HOARWITHY
ROSS-ON-WYE
THE DOWARD
SYMONDS YAT

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 26

Report prepared by Angela Price – Town Clerk

HEREFORDSHIRE LOCAL PLAN – FURTHER CALL FOR SITES

Purpose of report

The purpose of this report is to inform Members of Herefordshire Council's further Call for Sites and seek agreement to publicise the exercise locally.

Detailed Information

Herefordshire Council is preparing a new Local Plan to guide future land use across the county, including provision for housing, employment, infrastructure, community facilities and environmental improvements.

Sites submitted during the previous Call for Sites, up to 31 January 2026, are being assessed as part of the evidence base for the new Local Plan. Herefordshire Council is now inviting further submissions from landowners, developers, agents and other interested parties to identify a wider range of potential sites. This may include adjoining parcels of land that could be considered together.

Implications for Ledbury Town Council

Herefordshire Council has asked town and parish councils to publicise the exercise so that local residents, landowners and businesses are aware of the opportunity to submit sites. Submissions can be made through Herefordshire Council's online portal, where guidance is available and supporting evidence can be uploaded. **https://herefordshire.oc2.uk/**

The Call for Sites is an evidence-gathering exercise. Herefordshire Council will assess submitted sites alongside other reasonable alternatives before making any decisions on allocations through the Local Plan process.

The notification has been shared on the Council's website and social media platforms.

Recommendations

That Council note Herefordshire Council's further Call for Sites as part of the preparation of the new Local Plan.

Outlook

Herefordshire- 2nd Call for Sites

From Local Plan <LocalPlan@herefordshire.gov.uk>
Date Fri 2026-11-06 13:58

You don't often get email from localplan@herefordshire.gov.uk. Learn why this is important

OFFICIAL

Dear Parish or Town Council

Re: Herefordshire Local Plan - Further Call for Sites

As you may be aware, Herefordshire Council is preparing a new Local Plan , which will guide how land is used across the county, including the provision of homes, employment opportunities, infrastructure, community facilities and environmental improvements.

Last year, the Council undertook a Call for Sites exercise to identify land that may have the potential to contribute towards meeting the county's future development needs. We would like to thank all those who participated. The sites submitted through that exercise up to January 31st 2026 are currently undergoing assessment and will form part of the evidence base informing the preparation of the new Local Plan.

Whilst the Council has received a substantial number of submissions to date, it is important that the Local Plan is informed by a comprehensive understanding of all reasonable development opportunities available across the county. We are therefore undertaking a further Call for Sites and inviting additional submissions from landowners, developers, agents and other interested parties.

Why are further submissions being sought?

Additional site submissions provide greater choice and flexibility when considering how future growth may be delivered and help ensure that decisions are based on a robust assessment of all available opportunities.

Landowners may also wish to discuss opportunities with neighbouring landowners. In some circumstances, land that may not be suitable, viable or deliverable in isolation could present a more sustainable development opportunity when considered as part of a larger land assembly.

How to submit a site

The Council's online Call for Sites portal can be accessed at:

https://herefordshire.oc2.uk/

The submission process enables promoters to provide more detailed information about their land and upload supporting evidence where available. Guidance on completing the form can be found on the Council's Call for Sites webpages and throughout the online portal.

How Parish Councils can help

We would be grateful if Parish Councils could help make their communities aware of this further Call for Sites. The exercise provides an opportunity for local residents, landowners, businesses and other interested parties to submit information on land that they consider may be relevant to the preparation of the new Local Plan.

The Call for Sites is an evidence-gathering exercise and the submission of a site does not imply that it will be allocated for development. Any submitted sites will be subject to detailed assessment alongside other reasonable alternatives before any decisions are made through the Local Plan process.

Further information is available on the Call for Sites October 2026 webpage.

Should you have any questions, please contact the Strategic and Neighbourhood Planning Team at

E: localplan@herefordshire.gov.uk

T: 01432261789 or 01432383299

Yours sincerely,

Strategic and Neighbourhood Planning Team
Herefordshire Council

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 27

Report prepared by Angela Price – Town Clerk

ACCESS FROM THE HOPFIELDS ESTATE TO FOOTPATH LR7

Purpose of Report

The purpose of this report is to provide Members with the content of an email previously sent to them by a Ledbury resident in respect of Footpath LR7 which cuts across the Hopfields Estate.

Detailed Information

The following was sent to all Town and Ward Councillors:

“Hopfields Residents (50+) via Whats App Group

Current Situation:

1. Public Footpath LR7 runs from the Jubilee Drive area on the south side of Ledbury, as shown in the map at Attachment 1. It crosses Leadon Way via 2 stiles on either side of the road and then, after cutting across the corner of the field, continues alongside the Hopfields Housing Estate for a distance of some 300 yards. For most of its length it is separated from the Estate by a hedge, on the other side of which from the Estate is farmland owned by the Hall House Farm Estate. Their land is all arable with no animals, other than pheasants. LR7 then leads across some beautiful countryside onto a network of other paths leading to the Eastnor and Donnington areas.

2. For many months access to the path from the Hopfields Estate has been possible from the end of Hopfields Road through a sizeable gap in the hedge, as shown in Attachment 2. However, in July this was blocked by the landowner, first by barbed wire and then by a large pile of tree debris., as shown in Attachment 3. I spoke to those installing the wire and was given to understand that the landowner did not welcome members of the public walking across his land and so was restricting access other than from the stile on Leadon Way, which , as he saw it, was the only legal point of access.

3. The situation now is that access to LR7 from the Hopfields (and Lark Rise) Estate is only possible by walking from the roundabout at the entrance to the Estate some 320 yards along Leadon Way to gain access to it via the stile, as shown in the map at Attachment 4 There is no pavement along this stretch of road which carries a good deal of fast moving traffic making it too dangerous to walk along safely. Many residents are upset at the closure of access and are very keen to see it restored. A count on the neighbourhood What's App Group shows at least 29 householders who have indicated that they are very keen to use the path if access could be gained to

it. There must be many more besides who are not in the group and who may be living on the neighbouring Hawk Rise Estate.

Bovis Homes:

6. Bovis homes are currently finishing work on the final few houses on the Estate. They will then be vacating what is now their depot and storage area in the south-east corner of the Estate and transforming it into a play and leisure area. This is currently scheduled to be complete by next February. Included in the approved plan for the layout of this public space in the development is a map, copy at Attachment 5, which shows the creation of a path to be laid to link with LR7. I understand from your Chairman that the Town Council, Ward Councillors and Planners were given assurances during the planning process that this point of connectivity would be provided during the build-out of the development.

7. I have emailed Bovis five times asking them to confirm that they will indeed be establishing a link to LR7 in compliance with the planning agreement, but on each occasion they have evaded the question.

Actions:

It is requested that:

8. Councillor Simmons gives consideration to alerting the Planning Department to the risk that Bovis Homes will be in breach of one of the requirements in the Planning Agreement and that enforcement action may be necessary.

9. The Town Clerk places this item on the agenda for the next meeting of the full council, scheduled for 26th November.

10, Town Councillors consider this issue at their meeting 26th November with a view to determining how access to LR7 can be restored to local residents on the Hopfields and Lark Rise Estates. I shall attend this meeting as a member of the public. Should you have any questions before then I would be very happy to address them and will, in any case, keep you updated on any developments."

The resident has indicated that he will be attending this meeting to speak on this item.

This item was previously considered by Councillors at a meeting in September 2026. At that meeting it was agreed that the update would be received and noted and no further action was considered due to it being a County Council matter.

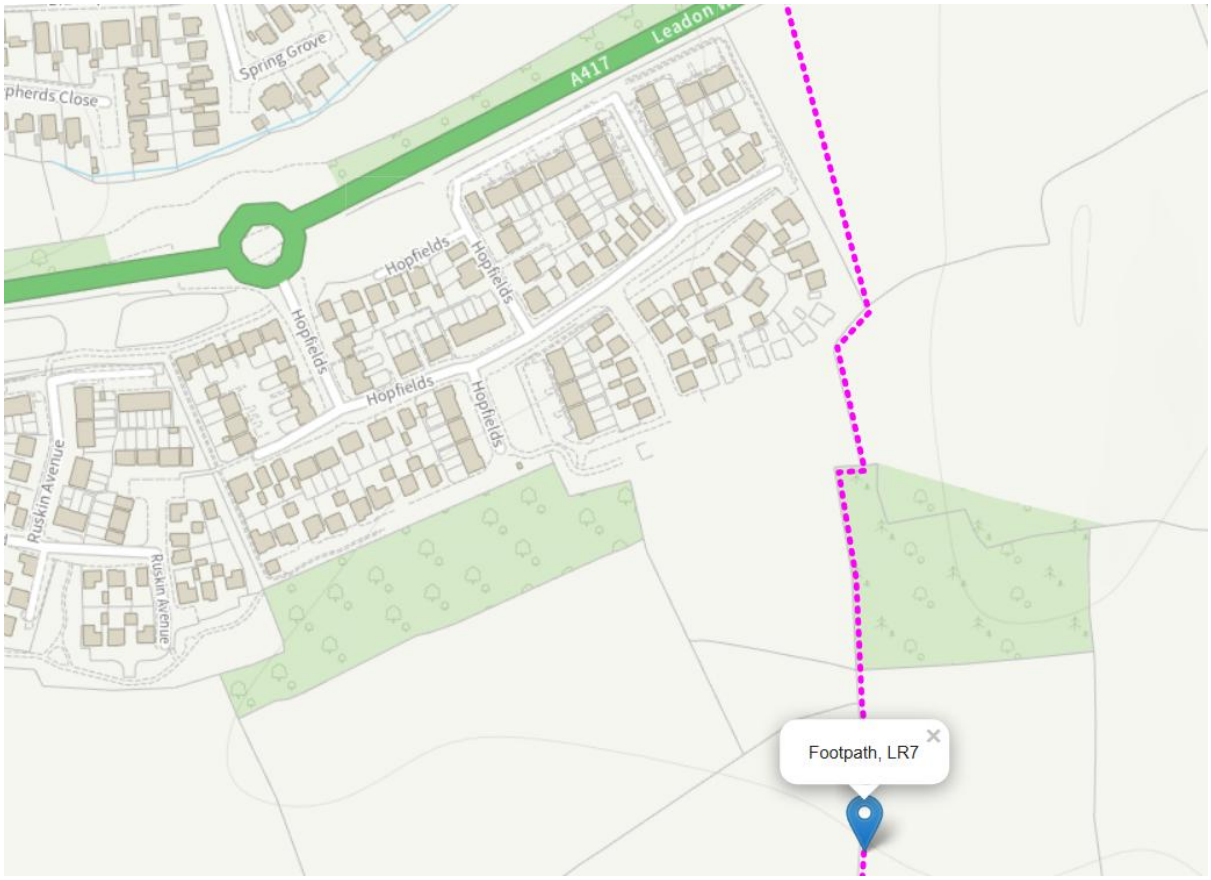
Following receipt of the above email Ward Councillors responded to Mr Bateman the communication from Councillor Harvey is below:

"I would like to assure you that this is not a matter of 'weight' so much as powers.

The issues you raise are entirely outside of the powers of the Town Council – which is a parish council – to act upon.

You have bought a new house on a development which is still being built out. The developer has used the area intended eventually to become amenity green space as their storage and equipment compound. The developer has indicated to you that they plan to landscape this amenity area at the back end of their development delivery plan. I agree that it is not helpful to new residents for the footpath connectivity not to be fully delivered until the back end of the site's build-out. Unfortunately, this is not unusual for new developments.

That said, the agreed footpath connection to PROW LR7 (shown in the attachment) is at the first point the footpath enters the land area owned by the developer at the edge of the eastern woodland area, also shown on the screen grab below from the County Council's digital copy of the definitive map (Highways and public rights of way map - Herefordshire Council).



The hole in the hedge which you and others have been using is breaching the site boundary and crossing land which belongs to someone else. You know this already. The use that landowner chooses to put to that land is not relevant to the matter.

A controlled crossing of Leadon Way has been designed into the development at the development entrance, crossing to Shepherd's Close and providing a safe, accessible walking and cycling route connecting into the town's existing footpath and cycleway network.

It is the responsibility of county council planning officers to ensure that all the conditions agreed for the development are met and that all sustainable infrastructure links are provided by the developer.

I know that Cllr Simmons has been working hard to provide assurance that this will be the case.

There is no meaningful place which the Town Council can or should insert itself at this stage in the process."

Councillor Simmons also provided the following response:

"The DAS forms part of the original supporting docs but subsequent applications or changes to conditions can change elements of that original planning permission. I know there have been multiple minor material amendments and non-material amendment applications and approvals (and refusals). This is why I need the planners to go through to try and find the certainty you are seeking. Cllr Harvey and I can give our best reading as experienced councillors but it is important we have officer confirmation.

I can't overstate how overloaded the planning team are currently; they are having to triage their workloads to hit statutory deadlines with 4 in the midst of being cross examined by KC barristers in planning appeals. As this development has spanned a number of years now there have been multiple case officers involved so it's not a quick case of asking one person who holds everything in their mind.

Given the information we have it looks like the connection will be resolved once the compound is removed and the play area constructed and the path extended. I am aware that a phasing plan was resubmitted when Vistry amended the plans for the bund reinstatement that put this landscaping area I think as Phase 9 (that Vistry have confirmed is running behind). There will be a discharge of conditions stage where the planners will check back that the conditions have been complied with including a site visit. If the footpath connection is not made, and this is contrary to the approved plans/conditions then planning enforcement at that stage can be brought in.

Appreciate this is all hugely frustrating but please be assured that I will try and get the confirmation you are seeking."

Recommendation

1. Members are requested to receive and note the above information, and after listening to the residents views at the meeting decided whether they wish to make representation to Herefordshire Council in respect of Footpath LR7

2. That should Members agree to make representation in respect of Footpath LR7 this be agreed to enable the Clerk to provide the response accordingly.

Herefordshire Council

Directorate/Division: Economy and Environment
Team: Environmental Health & Trading Standards
Please ask for: Licensing
Direct line: 01432 261761
Email: licensing@herefordshire.gov.uk
Date: 5 November 2026

TalkCommunityEnquiries
Cllr Liz Harvey

Via Email

Dear Sir/Madam

An application was received on 5 November 2026 for a **Grant** of a premises licence at:

Savers, 8 The Homend, Ledbury, Herefordshire. HR8 1BT

Licensable Activities and Timings:

Sale/Supply of Alcohol (consumption off the premises)
Monday – Saturday 07:00 – 20:00
Sunday 09:00 – 17:00

Consultation dates are as follows: Begins **6 November 2026** and ends **3 December 2026**

Any representation should address one of the four licensing objectives:

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

A copy of the application can be found at the website below within 24hrs (working days only) of the date on this memo.
https://www.herefordshire.gov.uk/business/current-premises-licence-applications/

Details on how to make a representation can be found at the website address below.
https://www.herefordshire.gov.uk/business/current-premises-licence-applications/making-objections-or-representations/

Any representations need to have name/address and contact details and should be emailed to licensing@herefordshire.gov.uk no later than **3 December 2026** addressing the four licensing objectives above.

Yours faithfully

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

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 29

Report prepared by Julia Lawrence – Operations Manager

ANNUAL INSPECTION REPORTS FOR RECREATION GROUND

Purpose of the Report

The purpose of this report is to update Members on the findings of the recent Annual Inspections undertaken at the Skate Park and Children's Play Area at the Recreation Ground, and to outline the proposed actions and maintenance works required.

Background Information

Each year, ROSPA undertakes comprehensive inspections of the Skate Park and Children's Play Area to assess the condition and safety of the facilities and ensure compliance with the relevant British Standards. These include BS EN 1176 (Parts 1, 2, 3, 4, 5, 6, 10 and 11), which relates to playground equipment intended for permanent installation, both indoors and outdoors, and BS EN 14974, which covers Skate Parks.

Copies of the Inspection Reports are attached at Appendix A.

Children's Play Area – Inspection Findings and Maintenance Updates

The Inspection identified three principal areas of concern, as follows:

1 Basket Swing

The main suspension chain had become detached from its connector, with the basket being held in position by its safety chain alone. The Inspector immediately brought this defect to the attention of Council Officers on the day of the inspection.

Council Officers subsequently suspended use of the equipment with immediate effect and contacted the contractor who had supplied and installed the equipment last year. The contractor has since attended and successfully completed the necessary repair under the warranty.

2 Aerial Runway

This piece of equipment was last serviced at the end of October 2025. However, the inspection identified that the main cable was rubbing against the crossbar entry point, resulting in wear. Officers will therefore request that the contractor returns to replace the affected bush to prevent further wear and potential deterioration of the cable.

3 General Trip Hazards and Damaged Surfacing

A number of areas across the playground were identified where the existing surfacing has become raised, damaged, eroded or uneven, creating potential trip hazards.

Officers will seek quotations for the repair or replacement of these areas using a suitable, durable and long-lasting surface. Examples include replacing the safety tiles beneath the Hexagon Swing and replenishing the bark surfacing around the Dome Climber and Hexagon Swing.

Additional Maintenance Concerns – Log Weave

Although not identified as a formal defect requiring immediate remedial action, the Log Weave was showing several splits in the timber. The inspection recommends continued monitoring to ensure that these splits do not extend through the structural fixing points.

Nevertheless, given that the equipment was only installed last year, the Officers will raise the matter with the contractor, with a view to having the affected timber replaced rather than relying solely on ongoing monitoring.

Planned Maintenance – Hexagon Swing and Associated Equipment

As identified in the Inspection Report, a number of additional repairs have been recommended as part of the ongoing maintenance programme.

In particular, the Hexagon Swing has several issues requiring attention, including chain openings, worn connectors, insufficient seat clearance and inadequate bark depth.

It is proposed that these issues are addressed together as part of a coordinated programme of maintenance, alongside the necessary repairs or replacement of chains and bushes associated with other items of equipment.

This approach will allow the identified defects to be dealt with collectively, helping to ensure that the playground equipment is maintained in a safe and serviceable condition.

Skate Park and Outdoor Gym – Inspection Findings and Maintenance Updates

The most significant issues identified during the Skate Park Inspection related to raised edges and potential trip hazards.

In particular, a raised lip in the tarmac surfacing at the base of the Flat Bank Kicker Plate had recently been highlighted. Following this, the Operations Manager contacted the original tarmac contractor responsible for laying the new surface when the skateboard equipment was installed in 2022.

Although the guarantee period had expired, the contractor kindly agreed to undertake repairs to the affected strip of tarmac free of charge. A date is currently awaited for the contractor to return to complete these works.

The Annual Inspection also covered the outdoor gym equipment. A number of maintenance recommendations were identified, including replacing missing bolt and end caps, fitting new dampeners to the Air Walker and Air Skier, and replacing worn or missing bushes on the Duo Rower.

These works will be addressed as part of the ongoing maintenance programme to ensure the equipment remains in a safe and serviceable condition.

Environmental Considerations

The proposed maintenance and repair works are expected to have minimal environmental implications. Wherever possible, existing equipment and surfacing will be repaired or refurbished rather than replaced entirely, helping to minimise waste and the use of additional materials. Any damaged materials removed during the works will be disposed of responsibly, and suitable, durable replacement materials will be sought to support the longevity and sustainability of the playground and recreational facilities.

Financial Implications

Subject to receiving quotations for the various repairs and play area resurfacing works, it is anticipated that the available budgets will be sufficient to cover the costs. In the 2026/27 financial year, there is £5,000 allocated to Play Equipment Maintenance (Budget Line: 110/4236) and £500 allocated to Skate Park Maintenance (Budget Line: 110/4237), none of which has been spent to date.

Recommendation

That Members receive and note the contents of this report.

Combined Playground Services Ltd

Tel: 01495 986848
Mobile: 07828 704460

e-mail: info@playgroundservices.co.uk

Annual Inspection

Ledbury Skate Park

05 October 2026



Inspection carried out by

Lyn Williams

Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN15312	Free access multi-sports equipment
BS EN 14974	Equipment - Skateparks
BS EN 16630	Permanently installed outdoor fitness equipment
BS EN 16899	Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection Recommendations of relevant standards **Refer to relevant standards for full text**	**Annual Main**	**RPII Annual Outdoor Inspection**
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment (see additional comments below).

Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Timber

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

General comments:

The Standards refered to above are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

The above table is a guideline only and should be read in conjunction with the individual recommendations

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

NOTE: Typically two non compliances will be highlighted when the recommendation is to monitor which may mean some non compliances present will not be indicated. All non compliances requiring action will be commented on. Note: All non compliances will be highlighted for post installation inspections

Items present on site but not contained within this report have not been inspected.

The site is not overlooked

Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand

The site is accessible to most people including those with severe disabilities if help is at hand

Site General













Comments

1 The openings in the storm drain covers are in excess of 30mm

2 There is Rust / Corrosion on the majority of the Fitness Equipment

3 There is algae, silt or moss growth on the surface resulting in slippery conditions

4 There is tree debris on the surfacing

5 There is Rust / Corrosion on the skate equipment

Recommendations:

1 Monitor and reduce the opening if required

Risk Assessment: 2 x 4

2 Treat and Repaint as required

Risk Assessment: 2 x 3

3 Clean and treat appropriately

Risk Assessment: 2 x 4

4 Remove and maintain

Risk Assessment: 2 x 3

5 Treat as required

Risk Assessment: 2 x 3

Sign



Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 2

Self Closing Gate









Comments:

1 The opening between the gate and the post is less than 12mm and could trap users fingers

2 There are trip hazards over the edgings under the gate

3 The gate isn't operating correctly

4 The gate is snagging on the surrounding surface

Recommendations:

1 Adjust the gate to ensure a 12mm opening all around

Risk Assessment: 2 x 3

2 Remove the trip hazard

Risk Assessment: 2 x 4

3 Adjust the gate to ensure it closes in between 4 - 8 seconds

Risk Assessment: 2 x 3

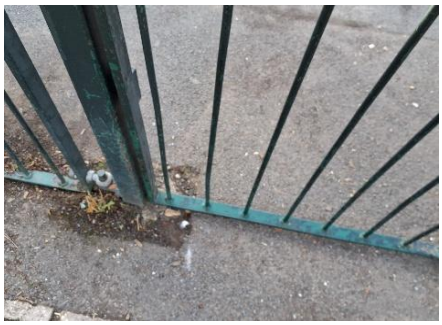
4 Adjust surface levels to ensure the gate closes correctly

Risk Assessment: 2 x 4

Self Closing Gate continued











Comments:

5 The surface has eroded which may be slippery in wet conditions

6 There is surface corrosion / rust present on the item

7 There is minor damage to the gate

8 The rubber buffer is missing from the latch plate

9 The surface has eroded exposing the post foundations and creating trip hazards

Recommendations:

5 Reinstate eroded area

Risk Assessment: 2 x 4

6 Treat the corrosion / rust

Risk Assessment: 2 x 3

7 Monitor and repair if required

Risk Assessment: 2 x 3

8 Replace the rubber buffer

Risk Assessment: 2 x 3

9 Reinstate the surface

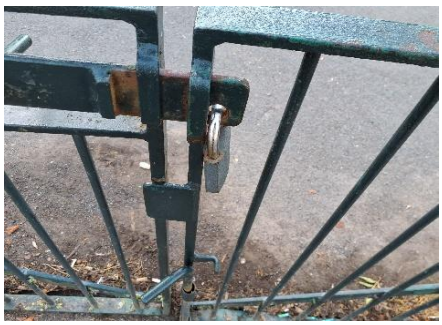
Risk Assessment: 2 x 4

Maintenance Gate









Comments:

1 There are no drop bolt sleeves fitted and the drop bolts are scoring the tarmac

2 There is surface corrosion / rust present on the item

3 The maintenance gate was correctly padlocked at the time of inspection, however this means that the inspector was unable to fully assess the gate

Recommendations:

1 Provide drop bolt sleeves

Risk Assessment: 2 x 3

2 Treat the corrosion / rust

Risk Assessment: 2 x 3

3 Ensure that there are 12mm gaps throughout the full range of motion on gate/s and between leaves where relevant

Risk Assessment: 0 x 0
(Risk asessment not undertaken)

Mesh Fence













Comments:

1 There are inserts missing from the posts

2 There are some loose posts around the fence posts

3 There is some damage to the fence sections

4 There are protruding bolt thread(s) present

5 Shear nuts have not been fully tightened and are still present on bolt fixings

Recommendations:

1 Replace missing inserts

Risk Assessment: 2 x 2

2 Reset the posts as required

Risk Assessment: 2 x 4

3 Repair the damaged fence sections

Risk Assessment: 2 x 4

4 Remove the excess thread length or provide a cap

Risk Assessment: 2 x 3

5 Tighten heads on nuts to shear off and secure

Risk Assessment: 2 x 2

Flat Top Fence









Comments:

1 There is minor damage to the fence

2 There are fixings missing on this item

3 An incorrect fixing or fixing method has been used

Recommendations:

1 Monitor and repair if required

Risk Assessment: 2 x 3

2 Replace missing fixings

Risk Assessment: 2 x 3

3 Replace with appropriate fixings to manufacturer specification

Risk Assessment: 2 x 3

Quarter Pipe



Surfacing:	Bitmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 4

Combination Ramp



Surfacing:	Bitmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 4

Grind Rail



Surfacing:	Bitmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 3

Flat Bank Ramp



Surfacing:	Bitmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution
Comments:	

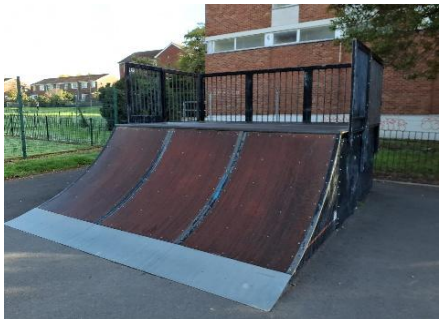
1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 4

Quarter Pipe













Surfacing: Bitmac

EN14974 Compliance: No

EN1177 Compliance: Yes

Manufacturer: Woodward

Comments:

1 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974

2 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974

3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974

4 There is or are fixings missing on the item

5 There is algae or moss on the surface of the equipment

Recommendations:

1 Monitor - No remedial work recommended

Risk Assessment: 1 x 5

2 Monitor - No remedial work recommended

Risk Assessment: 2 x 3

3 Monitor - no remedial action recommended

Risk Assessment: 2 x 3

4 Replace all missing fixings

Risk Assessment: 2 x 4

5 Clean and treat appropriately

Risk Assessment: 2 x 3

Quarter Pipe continued





Comments:

6 The Riding Surface is damaged

7 The ends of the barrier do not have a radius of at least 50mm or are not chamfered by at least 50mm x 50mm in contravention of the requirements of BS EN 14974 - 6.2.6

Recommendations:

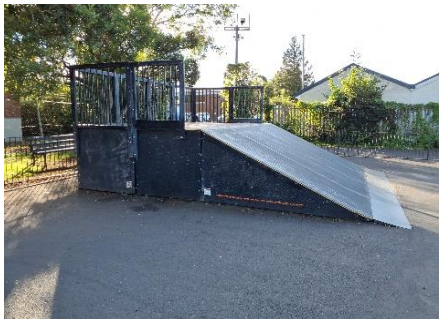
6 Repair / replace the riding surface

Risk Assessment: 2 x 4

7 Monitor - no action required given the risk assessment

Risk Assessment: 2 x 4

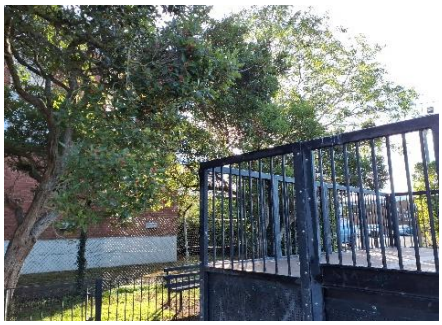
Flat Bank













Surfacing: Bitmac

EN14974 Compliance: No

EN1177 Compliance: Yes

Manufacturer: Woodward

Comments:

1 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974

2 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974

3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974

4 The tree canopy overhangs the equipment and is less than the recommended 2.0m away

5 There is or are fixings missing on the item

Recommendations:

1 Monitor - No remedial work recommended

Risk Assessment: 2 x 3

2 Monitor - No remedial work recommended

Risk Assessment: 1 x 5

3 Monitor - no remedial action recommended

Risk Assessment: 2 x 3

4 Lift the tree canopy to ensure a minimum clearance of 2.0m from the equipment

Risk Assessment: 2 x 3

5 Replace all missing fixings

Risk Assessment: 2 x 4

Flat Bank continued





Comments:

6 The ends of the barrier do not have a radius of at least 50mm or are not chamfered by at least 50mm x 50mm in contravention of the requirements of BS EN 14974 - 6.2.6

7 There is a positive lip in the bitmac at the base of the Kicker Plate in contravention of BSEN14974

Recommendations:

6 Monitor - no action required given the risk assessment

Risk Assessment: 2 x 4

7 Remove the positive lip

Risk Assessment: 2 x 5

Combination Table Top













Surfacing: Bitmac

EN14974 Compliance: No

EN1177 Compliance: Yes

Manufacturer: Woodward

Comments:

1 The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred

2 There is a positive lip in the bitmac at the base of the Kicker Plate in contravention of BSEN14974

3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974

4 There should be no gaps between adjacent components to comply with EN14974

5 There are splits in the metal kicker plate

Recommendations:

1 Adjust height to ensure a maximum of 5mm change in level

Risk Assessment: 2 x 4

2 Remove the positive lip

Risk Assessment: 2 x 5

3 Monitor - No remedial work recommended

Risk Assessment: 2 x 4

4 Remove the gaps

Risk Assessment: 2 x 5

5 Monitor and Repair if required

Risk Assessment: 2 x 3

Combination Table Top continued



Comments:

6 Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974

Recommendations:

6 Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Risk Assessment: 2 x 4

Shelter











Comments:

1 There are trip hazards over the edgings

2 There is some evidence of fire damage to the surfacing

3 There is litter/debris in the area

4 There is or are fixings missing on the item

Recommendations:

1 Remove the trip hazards

Risk Assessment: 2 x 4

2 Monitor for any further deterioration and repair as required

Risk Assessment: 2 x 3

3 Remove litter/debris from the area and maintain

Risk Assessment: 2 x 3

4 Replace all missing fixings

Risk Assessment: 2 x 4

Fitness - General





Surfacing: Grass Mats

EN16630 Compliance: N/A

EN1177 Compliance: N/A

Manufacturer: Fresh Air Fitness

Comments:

1 Signage should be provided at the facility in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details

2 The I.D. labels / Instruction labels are damaged on the majority of the equipment

Recommendations:

1 Provide appropriate signage

Risk Assessment: 2 x 3

2 Replace the labels as required

Risk Assessment: 2 x 3

Leg Press



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 3

Leg Extension



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 3

Chest Press







Surfacing: Grass Mats

EN16630 Compliance: Yes

EN1177 Compliance: Yes

Manufacturer: Fresh Air Fitness

Comments:

1 There are bolt caps missing

2 There are trip hazards over the grass mat edges

Recommendations:

1 Replace missing bolt caps

Risk Assessment: 2 x 3

2 Remove the trip hazards

Risk Assessment: 2 x 4

Duo Air Walker





Surfacing: Grass Mats

EN16630 Compliance: No

EN1177 Compliance: Yes

Manufacturer: Fresh Air Fitness

Comments:

1 The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630

Recommendations:

1 Monitor use

Risk Assessment: 2 x 3

Air Skier





Surfacing: Grass Mats

EN16630 Compliance: No

EN1177 Compliance: Yes

Manufacturer: Fresh Air Fitness

Comments:

1 The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630 (dampeners worn)

Recommendations:

1 Replace the dampeners

Risk Assessment: 2 x 4

Rider



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment: 2 x 2

Duo Rower









Surfacing: Grass Mats

EN16630 Compliance: Yes

EN1177 Compliance: Yes

Manufacturer: Fresh Air Fitness

Comments:

1 The seat has minor damage or wear

2 There is / are bolt cap covers missing or damaged on the item

3 The bushes are worn or missing

Recommendations:

1 Monitor for further deterioration and replace as required

Risk Assessment: 2 x 3

2 Replace missing or damaged bolt cap covers

Risk Assessment: 2 x 2

3 Replace worn or missing bushes

Risk Assessment: 2 x 4

Air Walker







Surfacing: Grass Mats

EN16630 Compliance: No

EN1177 Compliance: Yes

Manufacturer: Fresh Air Fitness

Comments:

1 There are end caps missing

2 The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630 (dampeners worn)

Recommendations:

1 Replace the missing end caps

Risk Assessment: 2 x 2

2 Replace the dampeners

Risk Assessment: 2 x 4

Basketball Post





Surfacing: Tarmac

EN15312 Compliance: Yes

Manufacturer: Carr

Comments:

1 The hoop net is damaged

Recommendations:

1 Replace the net

Risk Assessment: 2 x 4

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 NOVEMBER 2026

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair), and Morris

ALSO PRESENT: Angela Price – Town Clerk

R404. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eakin.

R405. **DECLARATIONS OF INTEREST**

None received.

R406. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

It was noted that the wrong minutes had been attached to the agenda and therefore this item would be deferred to the next meeting of the Resources Committee.

RESOLVED:

That this item be deferred to the next meeting of the Resources Committee.

R407. **RECRUITMENT**

The Clerk provided an update on the recruitment process for the following roles:

- Finance & Governance Manager
- Community Development Officer
- Amenities Area Operative

RESOLVED:

1. That the progress of recruitment to the three posts and the proposed next stages.

DRAFT

2. That the interview panel for the Finance & Governance Manager be made up of the following:

    - Town Clerk
    - Chairman (Councillor Harvey)
    - Vice-Chairman (Councillor Hamblin)

3. That the provisional interview timetable and the likelihood that successful candidates will commence employment in early 2027 be noted.

4. That the suggested presentation topic for candidates shortlisted for the Finance & Governance post be approved

5. That Al Braithwaite be asked to sit on the interview panel for the Community Development Officer role alongside the Clerk and Operations Manager.

R408. **HEALTH & SAFETY INCIDENTS Q3 - 2026**

RESOLVED:

That the health and safety incident report for Q3 2026 be received and noted.

R409. **DATE OF NEXT MEETING**

The Chair advised Members of correspondence that had been received too late to be included on this agenda, which needed to be dealt with swiftly and suggested that an extraordinary meeting of the Resources Committee be arranged in the week beginning 9 November 2026.

RESOLVED:

That it be noted that the next meeting of the Resources Committee will be an extraordinary meeting on Friday, 13 November 2026 at 5.00pm and that the next ordinary meeting is scheduled for 26 November 2026.

R410 **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 pubic be excluded from the remainder of the meeting.

DRAFT

R411. **WORK EXPERIENCE AND SUPPORTED INTERNSHIP OPPORTUNITIES**

The Clerk advised Members of a request she had received from a Ledbury resident in respect of possible work experience.

She also advised Members of correspondence she had received from a company who support internships and work experience for various types of workplace roles, asking whether Ledbury Town Council would consider signing up to their programme.

RESOLVED:

1. That the Council support an unpaid work experience placement for the local resident for two days per week on a trial period of three months, with an extension of a further three months subject to a review at the three-month stage providing evidence that this is not taking too much officer time to oversee the role.

2. That the Clerk be authorised to agree suitable dates, learning objectives, supervision, and review arrangements for the placement.

3. That the Clerk advise Enable that the Council remains interested in supporting its programme but does not currently have the capacity to host interns or offer work experience placements. The Council will review its capacity in February 2027 and would welcome a further discussion with Enable at that time.

4. That regular updates on the progress of the agreed work experience be provided to the Resources Committee.

5. That the Clerk report to Council on the original purchase price and depreciation of the laptop purchased for the Masefield Matters intern and recommend what contribution, if any, the Council should make to the Masefield Matters project towards the cost of the laptop so that it can be used for work experience placements.

R412. **STAFF ATTENDANCE AND ABSENCE REPORT – JANUARY – SEPTEMBER 2026**

RESOLVED:

1. That the staff attendance and absence report for January to September 2026 be received and noted.

2. That the Sickness Absence policy be reviewed, in particular the section in respect of attendance at Occupational Health consultations.

DRAFT

3. That the Clerk speak with Hoople to discuss the difficulties previously encountered in respect of requesting staff to attend occupational health appointments and to obtain advice on the matter.

The meeting ended at 18:40

Signed …….. Dated ……..
(Chair)

DRAFT

MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE
HELD ON 13 NOVEMBER 2026

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair), and Morris

R404. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eakin.

R405. **TO RECEIVE DECLARATIONS OF INTEREST**

None received.

R406. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 24 September 2026 be approved and signed as a correct record.

R407. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 26 November 2026.

R408. **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 pubic be excluded from the remainder of the meeting.

R409. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION CLAIM**

Members were reminded of the background of the potential compensation claim and provided with sight of the recent correspondence received from the complainant.

DRAFT

The Clerk advised Members of actions taken following receipt of the correspondence and advised that she is currently awaiting an update from the Council's insurers to help inform next steps. Once this information has been received this will be provided to Members of the Committee either at the next scheduled meeting or an extraordinary meeting to ensure it is considered in a timely manner.

RESOLVED:

1. That the response received from the complainant be received and noted and the Clerk be instructed to provide a further holding response following this meeting.

2. That upon receipt of the update from the Council's insurers this will be provided to Members of the Committee either at a scheduled meeting or an extraordinary meeting.

The meeting ended at 17:40.

Signed …… Date ……..

DRAFT

Herefordshire Council

Please ask for: Cllr Powell, Cabinet Member for CYP
Direct line / Extension:
E-mail: Ivan.powell2@herefordshire.gov.uk

27th October 2026

Herefordshire's Youth Strategy 2026-27 - Request to City and Town Councils to consider contributing to a pooled County level budget.

Dear Ledbury Town Council,

I am writing to you in my capacity as the cabinet member for Children's Services at Herefordshire Council a position I have been privileged to hold since my election in May 2023.

I am sure you will be aware we have been on a significant improvement journey in our Children's Services since that time and we are proud of our achievement to have been most recently judged by Ofsted, as Good overall, with Outstanding for leadership.

Alongside that we have consistently delivered improved financial performance year on year even though, as you may also be aware, the financial settlement for Herefordshire Council under the government's 'fair funding review' has put us in a very challenging financial position.

In December 2025 the government published 'Youth Matters: A National Youth Strategy', which is the first national youth strategy for England in over two decades. It sets out 10 action areas over 10 years.

In response the Director of Children's Services and I have been working with a selected group of focussed individuals from the third and community sector and the Clerks as representatives from Hereford City and Ross, Leominster, Bromyard, Kington and Ledbury Town Councils to shape and produce our local Youth Strategy.

Our local strategy has four key principles of:

- Inclusion & Equal Access
- Youth Voice at our Centre
- Strengthening our Workforce
- Community Based Approach

Underpinned by our priorities of:

Priority 1: Partnerships, Governance & Investment
Priority 2: Welcoming, Safe and Accessible Youth Spaces
Priority 3: Richer Lives: Creativity and Opportunity in our Youth Offer
Priority 4: Workforce & Practice Development

This initial twelve-month strategy aims to set the seed for a longer-term plan. Over the next twelve months we will be engaging with children, young people, sector providers and other key stakeholders including the Town and Parish councils to develop a three-year strategy and local implementation forums.

This first strategy will be formally launched on 3rd November 26 at 2pm at the Racecourse, Roman Road, Hereford. You will have been invited to attend, and I hope to see you there.

Within the strategy we have recognised the good work which is already taking place and have ambition to both build on this but invest in new capacity too.

Herefordshire Council has committed £400,000 to the action plan for of the youth strategy and its constituent elements covering funding provisions, apprenticeship programme and workforce engagement and support initiatives.

As part of our strategy, we have an ambition to develop virtual and mobile youth services and to establish a county pooled budget to fund this. Accessing services both as a rural county and recognising not all young people want to engage in face-to-face events means virtual and mobile services would be great additions to our provision and pooling our limited financial resource means we can develop and deliver at best value.

The Children's Director has written to you via your youth forum representatives seeking up to £25k contribution. I am writing in support of that request and respectfully ask City and Town Councillor colleagues to actively consider contributing to this vital element of work for our children and young people. I recognise you also face significant financial challenges but would ask that consideration be given to contributions of between £10,000 and £25,000 towards this.

I also recognise that as elected members you would much prefer some more definitive matters you are being asked to fund, rather than something which may feel conceptual.

We have seen many effective practice examples during our development of our local strategy, such as a mobile pop-up programme or a virtual youth programme. We have intentionally not reached definitive ideas yet as we would want to encourage our apprentices to work with children and young people to co-produce ideas and other aspects creatively, as part of their training and qualification.

I firmly believe that the quality of leadership we have across the county both within statutory services but also the third and community sector is excellent, combined with very strong working relationships.

Your clerks have actively contributed to the work to date adding their local knowledge and experience and I genuinely believe this would be a real foundation towards Child Friendly Herefordshire.

We would continue to keep you appraised of the direction of travel of developing ideas and of course ensure than any spend from a pooled budget was built on value for money principles and wise spending of public money.

If it would be of benefit to your deliberations, I would of course welcome the opportunity to talk to your respective council and councillors.

Yours sincerely,



CLLR. IVAN POWELL
CABINET MEMBER CHILDREN AND YOUNG PEOPLE

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 32

Herefordshire Youth Strategy Meeting

November 12, 2026

Overview

Stakeholders met to discuss the implementation of a new youth strategy focused on partnership, workforce development, and local engagement in Herefordshire.

Strategy Goals

Speaker 1 and **Will** outlined a one-year strategy aimed at establishing a comprehensive youth worker pathway through apprenticeships, including a current level six scheme. The strategy seeks to move beyond county-wide documentation toward meaningful local action by engaging with town councils and existing community hubs.

Key Objectives:

- Building a sustainable workforce via apprenticeship pathways in **Herefordshire**.
- Strengthening partnerships between the council and market towns like Ledbury.
- Securing national funding, specifically through the **Youth Matters Fund**.
- Using data from the **Point of View** project to drive decision-making.

Local Engagement

The discussion highlighted successes in Ledbury, where **Cllr Harvey** noted significant investment in projects like the **Leaf Project**. However, concerns were raised regarding top-down communication styles and the need for professional support for volunteer-led initiatives.

Local Priorities:

- Improving accessibility through integrated transport ticketing and "pit stop" safe spaces.
- Creating an ecosystem approach to prevent duplication between providers such as **Ledbury Youth Spaces** and the **Ledbury Community Hub**.
- Bridging information gaps using tools like **Goal 17** or potentially implementing dedicated data software like **Juice**.

Transcribed by https://otter.ai

Operational Challenges

Participants identified several blockers including fragmented data sharing between organisations and the difficulty of reaching vulnerable young people who do not attend formal groups. There was also a consensus that while high-level strategies are necessary for government bidding, local providers primarily require core funding stability rather than just short-term grants.

Unresolved Issues:

- How can agencies share sensitive qualitative data effectively without increasing administrative burdens?
- Will there be sufficient support for transport connectivity between rural areas like Colwall and major hubs?
- Can existing town council contributions be recognised as "in-kind" support when applying for pooled county budgets?

Action Items

- Provide a summary of town council spending and commitments on youth- and family-related activities and youth provision, including in-kind contributions and avoiding double counting. (Elizabeth Harvey)
- Speak to the cabinet member about integrated ticketing and its importance for the proposed youth ‘Pit Stop’ initiative.
- Complete the remaining market-town engagement meetings, consolidate the common themes, and review the findings by 30 November.
- Link with Nikki Stroud and gather existing Talk Community information and contacts to help re-establish the local youth network.
- Re-convene the Ledbury youth forum so local providers can coordinate current work, requirements and funding needs with the wider strategy team.
- Check with Nick Sims whether he will provide an overview of Community Hub funding, identifying the council-funded element to prevent double counting.

Outline

Youth Strategy Overview

- Speaker 1 introduced a one-year youth strategy focused on partnership, workforce development, and funding sustainability following the national youth strategy launch in December 2025.
- The council is investing in a youth worker pathway, which includes a level six apprentice and plans for further apprenticeships next year.
- A key goal of the strategy is to engage young people directly to inform a subsequent three-year strategy driven by their specific needs.
- Speaker 1 noted that Rural Media will present a "state of youth" report in January based on four to six years of work across market towns.

Transcribed by https://otter.ai

Introductions and Local Context

- Attendees introduced themselves, including Sophie Gregory and Tara Marlow from the Families First team, and Justine Pepperdy, chair of the Local Access Forum.
- Cllr Steph Simmons highlighted her commitment to improving youth provision and supporting the child-friendly Herefordshire motion.
- Charlotte Slotum from Ledbury Primary School discussed building relationships between schools and town councils to give children a voice.
- Tim Gunnar from Onside Strong Your Minds shared his long-term perspective on changing youth services in Herefordshire since the mid-1990s.

Collaborative Working and Funding Issues

- Will Lindsay, Chief Executive of HFOS, discussed the importance of moving beyond isolated projects toward a joined-up approach to support local networks.
- The group discussed potential funding through the Youth Matters Fund and the need for collaborative bids at a county level.
- Cllr Liz Harvey addressed concerns regarding town council budget settings, noting that Ledbury has already committed £100,000 over three years to community projects.
- There was significant discussion about whether existing local investments could be recognised as "in-kind" contributions toward larger pooled budgets.

Addressing Local Provision Gaps

- Cllr Harvey raised concerns about returning the Ledbury youth centre to active use for teenagers.
- Robin Kemp discussed running Ledbury Youth Spaces and alternative provisions via library spaces near the food bank.
- Discussion turned to accessibility issues, such as transport links for young people in rural areas compared to urban centres like Hereford or Malvern.
- Speaker 2 mentioned ideas for mobile outreach work and creating local networks where practitioners can share data and lessons learned.

Improving Data Collection and Safety Initiatives

- Participants discussed using better data systems so that frontline workers do not have an excessive administrative burden when logging information.
- Speaker 6 emphasized that data must be driven by young people's voices rather than just top-down statistics.
- The concept of "pit stops"—vetted local businesses providing safe spaces for young people—was discussed as an initiative following national models.
- Discussions included potential improvements to integrated bus ticketing to help young people access services more easily across the county.

Future Strategy Development Plans

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- The meeting concluded with plans for ongoing conversations in other market towns including Bromyard, Ross, Kington, and Hereford by 30 November.
- Speaker 1 confirmed that while Tina is leaving her role, efforts will continue to build a new strategy starting at the end of 2027 or beginning of 2028.
- Members agreed on the need for better coordination between statutory services (Children's Directorate) and voluntary sector providers to prevent duplication of efforts.

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LEDBURY CARNIVAL ASSOCIATION
ANNUAL GENERAL MEETING – WEDNESDAY 12TH NOVEMBER 2025
TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

PRESENT: Mal Hughes (MH), Sue Hughes (SH), Sonia Bowen (SB), Harold Armitage (HA), Johnny Chan (JC), Robin Hiseman (RH), Anita Griskjane (AG), David Kettle (DK), Ann Price (AP).

PUBLIC: Jill Jupp (JJ), Angie Price (LTC), Nic Sims (NS), Jon Critoph (JCr), Jenny Clarke (JCl), Sue Armitage (SA).

COMMITTEE APOLOGIES: Juri Hayes (JHa).

1. Welcome and Introductions
MH welcomed everyone to the meeting and noted Committee apologies listed above. Brief introductions were given to those who did not know everyone.
2. Apologies
Apologies from public were received from Olivia Trueman (LTC), Emma Clowsley (Masefield Matters), Shelley (The Cheese Pantry) and Ashley Norton (ex committee member).
3. Minutes
The Minutes of the AGM held 13th November 2024 having previously been circulated, were taken as read, and proposed as a true record by SB and seconded by RH.
4. Chairman's Report
There was much cause for celebration, the run up to Carnival and Carnival Day itself. The raffle ticket selling on the Saturdays in August allowed us to engage with the public and encourage them to come. It was noted that there was only about 25 Carnivals taking place in the country and only one in Herefordshire, ours! A river carnival was supposed to take place in Ross but it was called off by the organisers because they said there was not enough of them and the money was not there. So we were it for Herefordshire. Something for us to celebrate not only about our town but about the very small group of people who pulled it off as a great success. Some of the jobs in organising carnival are really big significant jobs and time consuming, and the fact that some committee members have two, three or even four jobs is too much. So one of our tasks must be to link in with the new pool of volunteers that the Town Council is working hard at producing, along with Nic at the Community Hub, to see if we can encourage more people to help on the committee and as volunteers on Carnival Day. I'd like to talk about Entertainments – about people voicing on Social Media unfounded complaints i.e. there was nothing for the children to do! The general concensus was that they were superb, especially in the new Town Square by St Katherine's. There was plenty to do all around the town on the day. SB concurred that the entertainments were brilliant but mentioned the challenge that one of the Funfair rides could not access the car park as the lorry was too big. Angie Price (LTC) mentioned perhaps using the Rogers Family FunFair instead as they would be at the Christmas Lights, plus they bring their own generator which LTC make use of. SH to follow this up. MH confirmed our Stage steps were now stored at the town cemetery, curtesy of the Town Council. One area of concern was the music Licence which cost a lot more money this year. Our previous applications had been for a maximum of 499 people but as we estimated that more than this attended Carnival we applied for the next stage up (up to 4999 people) but this application was really for a property rather than a temporary stage, and the

application was complicated. We were amateurs in a professional environment. Help and support from professionals would be enormously welcome. SB said the carnival insurance was another area where we needed the help of an expert. NS suggested that as Carnival was not incorporated or registered as a charity, we should consider going under the umbrella of someone who is. Could the Town Council get involved? We should ask Worcester Carnival committee.

Other costs need looking at to streamline our 'big ticket' costs i.e. Health, safety, security road management.

The briefing given to the security company was discussed and generally considered that it needs to be much more comprehensive.

Overall, although there were problems, Carnival Day is a day when Ledbury smiles and we should not lose sight of that.

One change this year which was somewhat forced upon us was the number of people who retired from committee, one of which was the Carnival Princess chaperone. In discussion with the local primary school we gave birth to the idea of Children's Ambassadors, which have been a huge success. Their civic responsibilities have expanded as they encompass their roles. We are hoping the High School will consider creating a youth ambassador to represent the older children of the town. The Town Council vision is to create a Youth Council in Ledbury so young people can be represented on new projects. To include our youth we should try to be more specific in our volunteer requests.

The question of fundraising was discussed as we have to think about securing funds for the 2026 Carnival. We have a surplus from this year and have been granted a 3 year rolling grant from the Town Council, but there will still be a large shortfall we need to cover. LTC has a link to all the grants that are available which she will share with us. The town council can also help with applications for grants. Another suggestion is to go to the large companies and ask for a large amount rather than a small one, as this tends to be more acceptable.

5. Association Accounts

The Carnival Accounts for the year ended 31st October 2025 were circulated. There were no questions from the floor.

6. Election of Officers

a) **Chairman:** MH was proposed as Chairman by RH and seconded by JJ. There being no other nominations MH was voted in.

b) Treasurer: AP was proposed as Treasurer by RH and seconded by DK. There being no other nominations AP was voted in.

c) Secretary: SH was proposed as Secretary by JJ and seconded by RH. There being no other nominations SH was voted in.

7. Carnival Theme 2026

Suggestions were put forward:

A Walk in the Past; Medieval Feast; Rainforest or jungle; Ancient Egypt; John Masefield; Local Heroes; Local TV Celebrities; Hollywood; Bollywood; Mardi Gras.

Post meeting suggestions have been – Carnival goes to the Circus; A Country Fair; Hollywood Oscar night; Superheroes; Movie Night.

8. Any Other Business:

a) JC suggested that he take responsibility for and manage activities at the Rugby Club for next year.

b) DK suggested he talk to the major companies in Ledbury with a view to getting sponsorship from them, i.e Westons, Haygrove, Amcor, Chase, house developers.

c) RH advised that Age Concern Tewkesbury are happy to take on the refurbishment of the carnival steps at a cost.

d) RH also advised he was happy to design merchandise for Carnival but it needs someone to sell it.

e) AG thinks we should publicise Carnival much more and regularly throughout the year.

f) LTC advised the CEO at Town Council can help in many ways and we should liaise with her.

g) NS suggested we talk to him at Community Hub if we were thinking of partnering with an incorporated organisation. Also for help with volunteers.

h) JCr advised CAL are very happy to support Carnival by providing minibuses and drivers. His daughter asked if we could have a bouncy castle but this is unlikely due to insurance.

i) JCr also advised there is money available from the old hospital site which he thinks is administered by Masefield Solicitors.

j) JJ advised that the quiet corner had been well received again this year, although she suggests having someone there all day.

k) JCl advised she has a lot of links to Frome, Somerset who carnival is on a par with our own and perhaps advice from them might help us. She is willing to liaise.

l) JCl also suggested that jobs for volunteers should be much more specific and focussed.

The meeting closed at 8.43pm.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 10 NOVEMBER 2026

PRESENT: Justine Peberdy (JP) (Chair), Councillor Elizabeth Harvey (Chairman of Ledbury Town Council) (EH). Councillor Nick Morris (NM), Christine Tustin (CT), Tim Keyes (TK), Hywel Pontin (HP) (joined during the meeting)

ALSO PRESENT: Emma Clowsley (EC) (Project Coordinator), Angela Price (AP) (Town Clerk)

98. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Holmes, Amy Howard, Caroline Magnus, and Dr Philip Errington.

99. TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 11 SEPTEMBER 2026

Members considered the minutes of the meeting held on 11 September 2026. A correction was identified in the Risk sub-group section concerning the person who had confirmed that the procurement toolbox was in place. It was considered likely that the initials should read AP rather than AH; this was to be checked against the recording.

RESOLVED:
That the minutes of the Masefield Matters Project Board meeting held on 11 September 2026 be approved and signed as a correct record, subject to confirmation and correction of the attribution concerning the procurement toolbox (AH to be amended to AP)

100. POTENTIAL BOARD MEMBERS

The Board considered the proposed appointment of Hywel, who had previously contributed to the Core Consultation Group and had experience of public art commissions. Members supported inviting him to join the Board. The motion was proposed by NM and seconded by CT.

RESOLVED:
That Hywel be invited to join the Masefield Matters Project Board.

JP reported that Jackie Tweedale remained interested in joining but that the timing was not currently right for her. Arthur Green did not wish to join the Board at present but wished to remain involved with the project. Members discussed drawing on the skills of supporters through task-specific sub-groups rather than requiring all contributors to become Board members.

Members discussed the Board's remit for the remaining National Lottery Heritage Fund project, including oversight of the commissioning and production stages and the final event. A transition meeting would consider the skills and resources required, the role of sub-groups and how wider engagement activity should be supported. A commissioning oversight sub-group was suggested, but its membership and arrangements were not formally agreed.

It was noted that the contact details of the Core Consultation Group and other project contacts would be included in EC's handover information.

Actions:
MM100 EC to include a list of Core Consultation Group members and supporters of the project, and relevant contact details in the project handover information.

101. UPDATE ON COMPLAINTS AND CONCERNS RELATING TO A BOARD MEMBER

NM read a statement responding to the concerns raised about his approach to Simon Armitage and comments made at a Full Council meeting. The statement acknowledged that he had acted contrary to the Board's agreed arrangements for contact with Simon Armitage, apologised for the resulting difficulty and embarrassment, and accepted that some information given at Full Council had been inaccurate or had presented an unduly negative impression of the project.

Members discussed the time taken to address the matter and the information made available to the Board. It was noted that the Council's handling of complaints was confidential. Members considered that a written account of the chronology, the matters raised and the outcomes would assist the Board in drawing the matter to a close. Further discussion, if required, could take place in a private session.

NM confirmed that he was willing to stand down from the role of reporting to Ledbury Town Council on behalf of the Board, while remaining a Board member. Members accepted this offer. The arrangements for the Council's representative/reporting role would need to be dealt with by the Council as appropriate.

RESOLVED:
That NM's offer to stand down as the Board member who reports to Ledbury Town Council be accepted. NM will remain a member of the Board.

Actions:
MM101 (1) The Chair to prepare and circulate a closing report setting out the chronology and outcome of the matters discussed, including NM's statement and circulate to the Board.

MM101(2) The necessary arrangements arising from NM's change in representative and reporting responsibilities are to be referred to Ledbury Town Council. A report will be prepared for Full Council to formally note NM's resignation and consider

whether EH should assume these responsibilities or whether another member of the Council should be appointed.

11:48am Hwyel joined the meeting.

The Board welcomed Hywel and introductions were made to the members present.

102. TO RECEIVE AND NOTE THE ACTION MM SHEET

Members reviewed the updated action sheet. It was noted that a number of communications actions related to earlier stages of the project and required closure, amendment or replacement. Members considered that the status of actions should be reviewed so that completed, superseded and overdue items were accurately recorded.

Members discussed the need to restart the Communications sub-group with a clear programme of work and Board representation, supported by Hayley, Ledbury Poetry's Communications Manager. The work should include preparation for the announcement of the successful designer. It was noted that press releases and other communications issued by the Town Council required the appropriate final approval, including approval by the National Lottery Heritage Fund where applicable.

EC confirmed that Board members had access to the live action sheet on a view only basis. Members were asked to check their allocated actions regularly and notify EC of updates or completion. The live action sheet was to be maintained for handover.

Actions:
MM102 (1) EC to review the action sheet, closing completed or superseded items and updating remaining actions, owners and target dates.

MM102 (2) Board members to check the live action sheet regularly and provide EC with updates on their allocated actions.

MM102 (3) AH to convene a meeting with JP, EC and Hayley to discuss communications support and arrangements for a re-established Communications sub-group.

103. TO REVIEW THE PUBLIC VOTE AND MAKE A RECOMMENDATION ON THE PREFERRED DESIGNER

EC reported the results of the public vote following the events at The Market Theatre on 6 and 7 November 2026. Voting had taken place by QR code and by tokens. The QR code votes were 12 for Platform One, 8 for Joseph Hillier and 4 for Kevin Killen. The token votes were 87 for Kevin Killen, 32 for Platform One and 28 for Joseph Hillier.

The combined totals were: 91 for Kevin Killen, 44 for Platform One and 36 for Joseph Hillier.

Members considered the public vote alongside the three proposals and feedback

received from Board members. Discussion covered the artistic qualities of the proposals, how well each met the brief, practicality, planning and permissions, durability and security of materials, the potential for public engagement and the importance of a workable relationship with the selected designer. Members expressed differing preferences but noted that Kevin Killen's proposal was playful, creative and incorporated Masefield's poetry. Concerns were also raised about aspects of the other proposals, including cost, interpretation, accuracy of site information and the practicalities of obtaining permissions.

The Board's recorded preferences were five votes for Kevin Killen, two for Joseph Hillier and one for Platform One, including CM's submitted preference. PE was not present. Members noted that the public vote had also placed Kevin Killen first.

RESOLVED:
That the Board recommend to Ledbury Town Council that Kevin Killen be invited to accept the memorial commission.

Members noted that the recommendation remained subject to consideration and approval by Ledbury Town Council and acceptance by the designer.

104. PROGRESS REPORT AND FINANCIAL INFORMATION

The Board received an update on progress through the commissioning stage, including the presentation of the three shortlisted proposals, the public engagement events and the Board's recommendation. Further work was required to complete the final commissioning brief.

Members considered the project's financial position. A salary budget shortfall had arisen, understood to relate to employment on-costs not included in the original application assumptions. The forecast showed underspends in other budget headings and an overall projected underspend of approximately £14,000. Members considered that the underspends could provide flexibility to address the salary shortfall, subject to the necessary approvals.

RESOLVED:
That the Board recommend to Ledbury Town Council that EC and AP seek approval from the National Lottery Heritage Fund to reallocate underspent budget provision to meet the salary overspend.

Members reviewed the Gantt chart and noted that some timings required correction, including work packages extending into 2028 and the timing for agreement of the detailed brief and contract. It was noted that the contract would require consideration by the Council and that the payment schedule should be discussed with the designer. Members considered that obtaining the necessary permissions by April 2027 was ambitious and that early engagement with the relevant heritage,

buildings and planning officers would be important. The Gantt chart should remain a live document and be presented in a legible format.

Actions:
MM104 (1) EC and AP to seek National Lottery Heritage Fund approval, through Ledbury Town Council, to reallocate underspends to meet the salary shortfall.

MM104 (2) EC to review and update the Gantt chart to reflect the correct sequencing and realistic timescales, including the contract, 2027–2028 work packages and permissions.

105. KEY ASPECTS OF THE FINAL COMMISSIONING BRIEF

Members discussed the further work required to complete the commissioning brief and prepare the contract for the successful designer. Members were asked to review the draft brief, including the suggested next steps and additional requirements, and provide any outstanding comments.

It was agreed that the successful designer should meet with the Board at the earliest opportunity to discuss the Board's aspirations for the memorial and the development of the design. This could take place remotely or in person. Members were reminded to avoid presenting elements of unsuccessful proposals to the successful designer where this could give rise to copyright concerns.

The final brief and contract would need to address delivery milestones, payment arrangements, reporting, permissions and licensing. Members highlighted the importance of securing the necessary permissions and licences for the use of Masefield's poetry and other estate-controlled material.

It was agreed that EC would circulate the draft brief to JP and Hywel for review, followed by a focused meeting to complete the document. The contract itself would be progressed by EC and AP for approval through Ledbury Town Council.

Actions
MM105 (1) EC to circulate the draft final commissioning brief to JP and Hywel, then arrange a meeting with them to complete the brief.

MM105 (2) EC and AP to progress preparation of the contract for the successful designer for consideration/approval by Ledbury Town Council.

MM105 (3) The final brief/contract to include appropriate provision for permissions and intellectual-property/licensing requirements, including use of Masefield's poetry.

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106. UNVEILING OF THE MEMORIAL TRAIL

Members discussed the possibility of inviting the King to the unveiling of the memorial trail. It was noted that previous advice had been to make an approach nearer the time. Members agreed that an approach should be made once the

Council had approved the recommended designer and the designer had accepted the commission, so that a developed outline and supporting visuals could be provided.

It was agreed that the Chair would speak to Edward Harley in the first instance to establish the appropriate process for making an approach. The potential connection between Masefield and the Royal Household was noted as a point that could be included.

Action:
MM106 JP to speak to Edward Harley about the process for making an approach regarding an invitation to the King, once the designer recommendation has been approved and the commission accepted.

107. SUB-GROUP UPDATES

Fundraising

The Fundraising sub-group had not yet met following the recent events. A meeting was expected within the next two weeks. Members discussed the need to clarify the remaining funding requirements and potential sources of income now that the preferred design had been identified. The key remaining priorities were considered to include the souvenir book and the final celebration. Potential sponsorship income was discussed, including a possible sale of 100 sponsorship items at £100 each; no decision was made on this proposal.

Members discussed the souvenir book, including the possibility of a digital publication with print-on-demand copies. A timeline and an outline of the proposed contents would be required. EC was asked to gather existing photographs, articles and project material into a shared folder and prepare a chronology to support the book's development. Members also discussed whether separate sub-groups might be established for the book and the final event at the transition meeting.

Members noted a projected project underspend and discussed the distinction between National Lottery Heritage Fund money and funds raised above the required match funding. The use of any unspent grant funding would require clarification with the Fund. Potential digital elements for the trail, including QR-linked readings of poems, were discussed but not agreed.

The Board considered a request from Ledbury quilt makers for £150 towards materials for a Ledbury quilt project. Members supported recommending that Ledbury Town Council provide the £150, potentially through the project's equipment and materials budget. The quilt makers had also requested guidance on relevant Masefield content and hoped to complete the work by June 2028.

RESOLVED:
That the Board recommend to Ledbury Town Council that £150 be provided in support of the Ledbury quilt makers' project.

Communications

Members discussed restarting the Communications sub-group with support from Hayley and appropriate Board representation. A press release announcing the recommended designer would be prepared but could not be issued until after the Council's decision, expected after 27 November 2026. The possibility of involving HMS Ledbury in the 2028 celebration was raised, including a potential contribution from serving personnel. This remained a suggestion for further exploration.

Risk

Members considered that the risk register required review in light of the move into the commissioning and delivery phase and the forthcoming handover when EC's contract ended. Risks relating to permissions and the continuity of project oversight should be considered, together with appropriate mitigations. Risks which no longer applied, including the risk of failing to secure sufficient funding, should be reviewed for closure.

Actions:

MM107 (1) EC to assemble existing photographs, articles and project material into a shared folder and prepare a project chronology to support development of the souvenir book.

MM107 (2) The Fundraising sub-group to meet within the next two weeks and review the remaining funding requirements and potential income following the designer recommendation.

MM107 (3) The Risk sub-group to review the risk register for the current phase, including permissions and continuity of project oversight, update mitigations and close risks which no longer apply.(EC, AP, JH)

MM107 (4) EC to prepare the press release announcing the recommended designer with input from Hayley, for issue only after the Council's decision and NLHF approval.

MM107 (5) EC to investigate whether the previous HMS Ledbury contact can be re-established through the relevant contact.

108. DATE OF NEXT TWO MEETINGS

Members confirmed that the next regular Board meeting would be held on Tuesday, 5 January 2027.

An additional transition meeting was arranged for Wednesday, 16 December 2026 at 11.30 am at the Town Council offices. The meeting would consider the arrangements for the next phase of the project, including responsibilities following EC's departure, the required resources and handover information. It was also hoped that the Board would have an opportunity to meet Kevin Killen, subject to the Council's decision and his acceptance of the commission.

Actions:

MM108 AP and EC to prepare a report for the transition meeting setting out the proposed arrangements and responsibilities for the next phase of the project

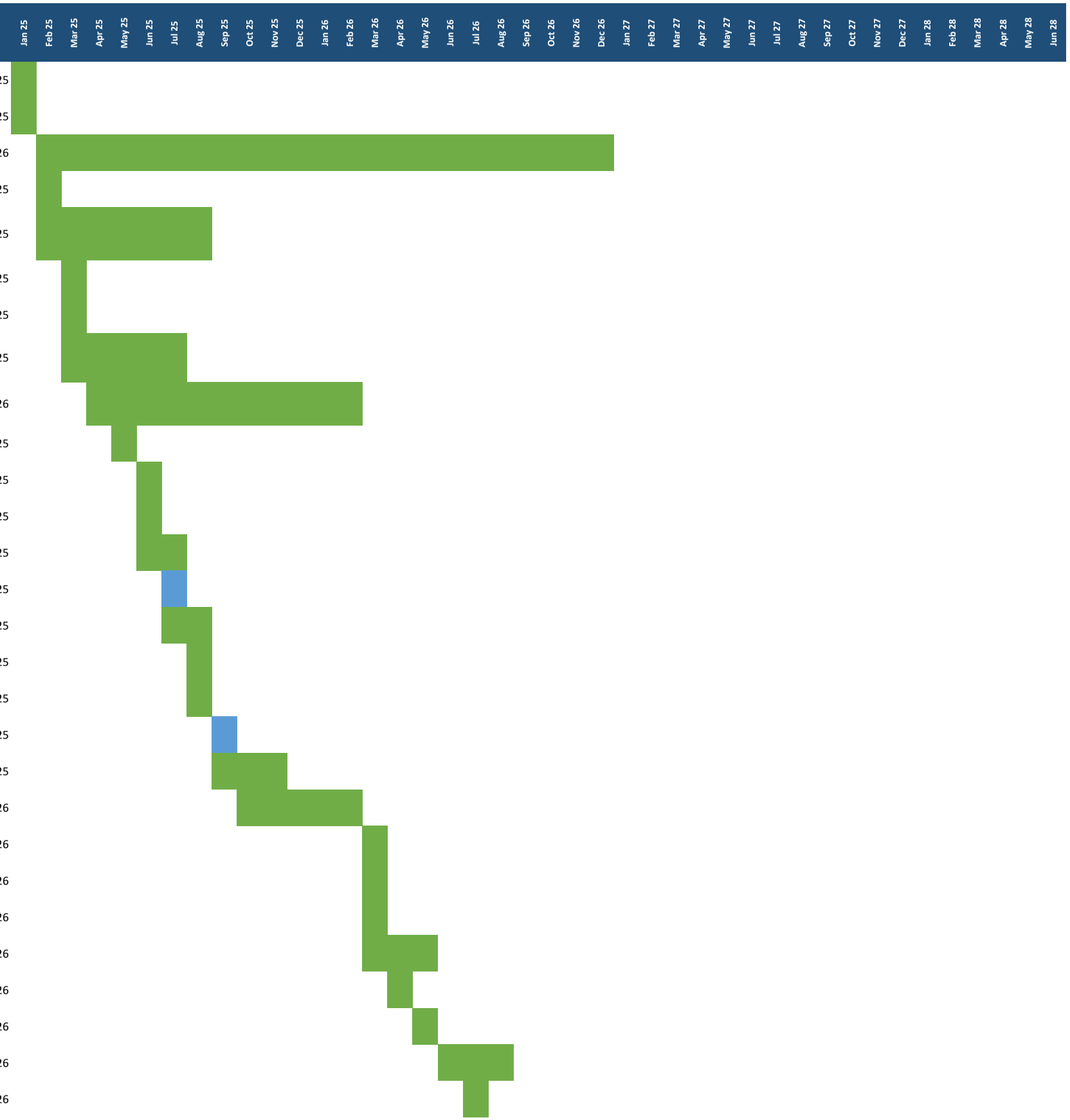
The meeting ended at 13:16.

Signed…… Dated……

Masefield Matters — Project Gantt Chart

Jan 2025 – Jun 2028 | Month-level planning view; see Activity Register for assumptions and source notes

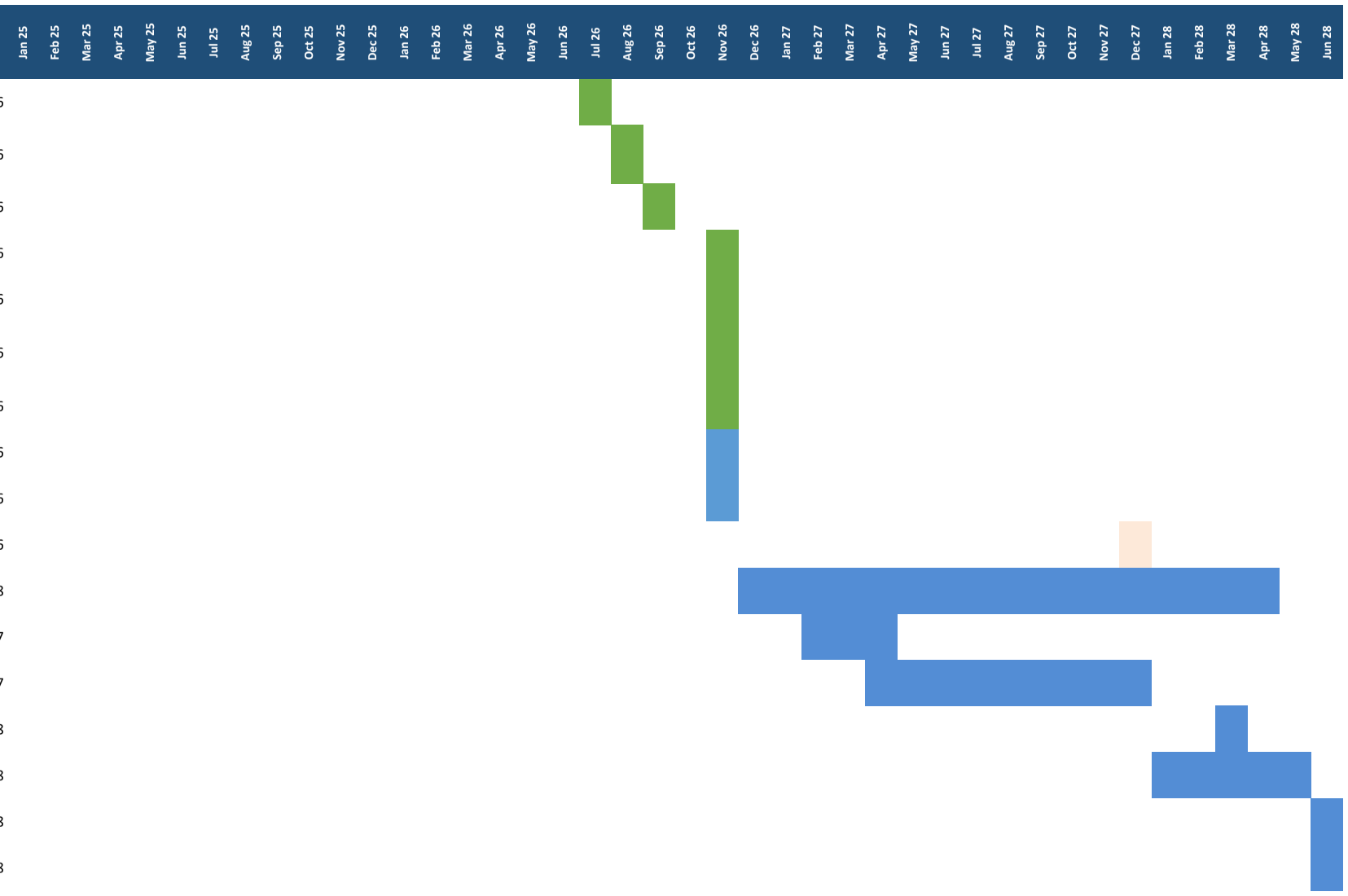
ID	Status	Type of event	Activity / task	Start	Finish
1	Complete	Recruitment	Project Coordinator in post, contracts for evaluation and consultation phase awarded.	01/12/2024	01/01/2025
2	Complete	Recruitment	Project launch 15th January	01/01/2025	01/01/2025
3	Complete	Recruitment	Convene steering group, produce terms of reference, meet every 1-2 months as required.	01/02/2025	01/12/2026
4	Complete	Evaluation	Evaluation workshop (delayed due to onboarding evaluator)	01/02/2025	01/02/2025
5	Complete	Engagment	Greenwood carving activity (Tewkesbury Road), x1 day coppicing and carving in winter and x1 day finishing in summer + refreshments.	01/02/2025	01/08/2025
6	Complete	Engagment	Formal launch of project, start of familiarisation phase.	01/03/2025	01/03/2025
7	Complete	Engagment	Hands-on activity for World Book Day.	01/03/2025	01/03/2025
8	Complete	Engagment	The Daffodil Fields, visits to see the wild daffodils and reminiscence project, 12 sessions of activity inspired by memories of the countryside.	01/03/2025	01/07/2025
9	Complete	Engagment	Visits to the Masefield Archive by community groups participating in the familiarisation phase, plus showcasing project outputs in Masefield Disɒlav Case at the Master's House and an event for	01/04/2025	01/02/2026
10	Complete	Engagment	Project team attend Blossomtime	01/05/2025	01/05/2025
11	Complete	Engagment	Project team attend Ledbury Community Day	01/06/2025	01/06/2025
12	Complete	Engagment	Programme for Big Green Week. Hands-on activities and trails, guided walks and talks.	01/06/2025	01/06/2025
13	Complete	Engagment	Sea-fever, activity exploring seafaring life with ex-merchant seamen, including a visit to the Cutty Sark in London.	01/06/2025	01/07/2025
14	On hold	Engagment	Ledbury Poetry Festival event (postponed to next year)	01/07/2025	01/07/2025
15	Complete	Engagment	Delivery of project with foodbank, 6 morning sessions, during the school holidays. Heritage theme to be agreed.	01/07/2025	01/08/2025
16	Complete	Engagment	The Midnight Folk, session introducing local wildlife - otter, fox, bat and owl - followed by a creative response exploring movement through dance. 6 sessions (days) of activity	01/08/2025	01/08/2025
17	Complete	Engagment	Ledbury Carnival NEW (Paint a pot - Midnight Folk animals)	01/08/2025	01/08/2025
18	On hold	Engagment	Production of a Masefield focused map of Ledbury to encourage people to explore the town during Heritage Open Days.	01/09/2025	01/09/2025
19	Complete	Engagment	Delivery of project with Refugee Support Group, 6 1/2 day sessions. Heritage theme to be agreed.	01/09/2025	01/11/2025
20	Complete	Engagment	Online research 'citizen-science-type' project to find out more about the people to whom Masefield presented the books held in the Masefield Archive	01/10/2025	01/02/2026
21	Complete	Engagment	Hands-on activity for World Book Day.	01/03/2026	01/03/2026
22	Complete	Engagment	Event to mark completion of familiarisation phase and thank participants. Rum with Captain Morgan Poets, exhibition, food and drink, speakers	01/03/2026	01/03/2026
23	Complete	Fundraising	Fundraising Event - Marc Le Brocq at Pauntley Court	01/03/2026	01/03/2026
24	Complete	Consultation	Consultation phase, bringing together participants to discuss experience and review views contributed at public events and elsewhere. Core group to meet (6 sessions) and undertake	01/03/2026	01/05/2026
25	Complete	Engagment	Hands-on activities to explore concept of memorials and form they might take, 3 1/2 day sessions.	01/04/2026	01/04/2026
26	Complete	Commissioning	Presentation of options for the memorial to the Working Party and Full Council (Ledbury Town Council).	01/05/2026	01/05/2026
27	Complete	Commissioning	Commissioning begins, advertising, longlist of potential makers. Selection panel convened to produce shortlist. Deliver by beginning of september. Shortlist by end of June. Advertising by	01/06/2026	01/08/2026
28	Complete	Engagment	Ledbury Poetry Festival event	01/07/2026	01/07/2026



Masefield Matters — Project Gantt Chart

Jan 2025 – Jun 2028 | Month-level planning view; see Activity Register for assumptions and source notes

ID	Status	Type of event	Activity / task	Start	Finish
29	Complete	Commissioning	Core Consultation Group to meet with consultants to shortlist designers	01/07/2026	01/07/2026
30	Complete	Commissioning	MM Board meet to decide on 3 shortlisted designers Shortlisted designers are informed of decisions. New brief is sent out and payments are made.	01/08/2026	01/08/2026
31	Complete	Engagment	Heritage Open Day Burgage hall (SBT)	01/09/2026	01/09/2026
32	Not started	Commissioning	Special viewing for lottery players (prior to presentation to stakeholders to encourage attendance).	06/11/2026	07/11/2026
33	In progress	Fundraising	The Long Trick (Fundraiser at The Market Theatre)	06/11/2026	07/11/2026
34	In progress	Commissioning	Exhibition / event to share ideas and designs of 3 shortlisted makers plus presentations to stakeholders. Pre - drinks	06/11/2026	07/11/2026
35	Not started	Commissioning	Designer determined by Masefield Matters Board	10/11/2026	10/11/2026
36	Not started	Commissioning	Decision sign off from Full Council	26/11/2026	26/11/2026
37	Not started	Commissioning	Winning design announced	27/11/2026	27/11/2026
38	Not started	Commissioning	Detailed brief and contract agreed with winner (Date may need amending - I've allowed 2 weeks)	11/12/2026	11/12/2026
39	Not started	Commissioning	Commission / memorial produced and installed.	11/12/2026	01/04/2028
40	Not started	Commissioning	Enquire about necessary permissions	01/01/2027	01/04/2027
41	Not started	Commissioning	Acquire all necessary permissions	01/04/2027	01/12/2027
42	Not started	Commissioning	Deadline for finished installation	01/04/2028	02/04/2028
43	Not started	Commissioning	Marketing and preparation for launch event	30/01/2028	31/05/2028
44	Not started	Commissioning	Quarter peal of bells to mark the 150th anniversary of John Masefield's birth	01/06/2028	01/06/2028
45	Not Started	Commissioning	Formal 'opening' of Memorial.	01/06/2028	01/06/2028



Legend Complete | In progress | Other / not started | Date needs review

FULL COUNCIL	26 November 2026	AGENDA ITEM: 34(iii)

Report prepared by Emma Clowsley – MM Project Co-ordinator

Masefield Matters Project Progress

Purpose of Report

The purpose of this report is to provide Full Council with an update on the progress of the Masefield Matters Project, including key achievements, ongoing activities, and any significant developments.

Detailed Information

The project is split into three phases, We are now in the commissioning phase.

Commissioning

The three shortlisted designers were agreed by the Masefield Matters Board and subsequently approved by Full Council.

On 6 and 7 November, members of the public were invited to view the designs and vote for their favourite. This coincided with *The Long Trick*, a fundraising event celebrating John Masefield, which took place at The Market Theatre.

The votes were counted and presented to the Masefield Matters Board on 10 November. Taking the public vote into consideration, the Board selected a preferred designer. A report, including a recommendation, is being presented to Full Council on 26 November for consideration and approval.

The draft commissioning brief for the winning designer is currently being reviewed by the Chair and new Board member, HP. A contract will also be drawn up between Ledbury Town Council and the successful memorial designer.

Looking ahead, the Board is considering its roles and responsibilities within the project in preparation for the Project Co-ordinator's departure in early January 2027. This will be the main item on the agenda for the Masefield Matters Board Extraordinary Meeting on 16 December. The Project Co-ordinator proposed that the Board establish an Oversight Sub-group to provide ongoing oversight of the project, monitor progress against agreed milestones and timescales, ensure key deadlines are met, and identify and address any issues or delays as they arise.

Finances

Taking into account forecast, there is an identified deficit of £8,544.16 in the Staff Salaries cost category. Overall the project will be approx. £10,121.84 in credit.

Next steps:

The Masefield Matters Board, with support from the Town Clerk and the National Lottery Heritage Fund Relationship Manager, will consider how best to address the staff salary deficit, including the reallocation of any surplus funds from other budget headings or cost categories. Contact has been made with our new NLHF Relationship Manager and outcomes of discussions will be presented to Full Council.

Figures as of 19/11/2026

Staff salary Additional funding from LTC	£ 4,482.56	£ -	£ 4,482.56	
Category	Budget (exc VAT)	Spent to date (exc VAT)	Remaining	
Staff Salary	£ 112,990.00	£ 115,316.95	-£ 2,326.95	
Professional fees	£ 30,540.00	£ 26,124.00	£ 4,416.00	
Recruitment	£ 2,000.00	£ 557.50	£ 1,442.50	
Purchase price of heritage items	£ 60,000.00	£ -	£60,000.00	
Event costs	£ 2,735.00	£ 938.31	£ 1,796.69	
Equipment and materials	£ 9,680.00	£ 5,066.68	£ 4,613.32	
Training staff	£ 1,000.00	£ 550.00	£ 450.00	
Training volunteers	£ -	£ -	£ -	
Travel staff (identified cost after AP doc produced)	£ 750.00	£ 572.73	£ 177.27	Not in NLHF budget
Travel volunteers	£ 3,840.00	£ 2,095.30	£ 1,744.70	
Expenses staff	£ 300.00	£ 294.04	£ 5.96	
Expenses volunteers	£ 350.00	£ 7.67	£ 342.33	
Other	£ 3,625.00	£ 2,676.46	£ 948.54	
Publicity and promotion	£ 1,500.00	£ 1,278.75	£ 221.25	
Evaluation	£ 8,000.00	£ 6,000.00	£ 2,000.00	
Contingency	£ 10,500.00	£ -	£10,500.00	
Inflation (venue hire only)	£ 160.00	£ -	£ 160.00	
TOTAL	**£ 247,970.00**	**£ 161,478.39**	£86,491.61	
	Not in NLHF budget			

Understanding the above table:

The ‘travel staff’ category was not included in the budget, but was identified as an essential cost line. It was included in the approved purposes document (see below).

The categories in the table above were agreed with National Lottery Heritage Fund and are used for reporting back to them. LTC codes differ slightly, with fewer categories and are used in the reporting to Full Council. The accounts clerk and Project Co-ordinator are working on updating the main expenditure spreadsheet to include the LTC codes. This will make it easier to compare figures going forward.

Staff Salary, additional funding from LTC. This was an additional amount Ledbury Town Council gifted to the project. This was to cover an additional a contract extension for the Project Intern Assistant. The total has been added to Staff Salary amount, but has also been kept separate on the above table, as it is not included in the NLHF budget.

Forecast expenditure:

(The below table includes ring fenced amounts for items such as the memorial build, planning permission, salaries up to January 2027, and final payment to our evaluators. It will be on the Masefield Matters Board agenda for November, to highlight any other future costings they are expecting for 2027/28, such as the £1000 allocated to a Masefield Map. These will be added to the spreadsheet.

Staff salary Additional funding from LTC	4,482.56	0.00	4,482.56			
Category	Budget (exc VAT)	Spent to date (exc VAT)	Remaining	Forecast costs	Surplus / Deficit	Known costs remaining
Staff Salary	112,990.00	115,316.95	-2,326.95	£ 10,699.77	-£ 13,026.72	Salary for 3 months (plus 5 days January - to be calculated). Minus £4,482.56 (see yellow line) Total deficit £8,544.16
Professional fees	30,540.00	26,124.00	4,416.00		£ 4,416.00	
Recruitment	2,000.00	557.50	1,442.50		£ 1,442.50	
Purchase price of heritage items	60,000.00	0.00	60,000.00	£ 60,000.00	£ -	£60000 earmarked for memorial
Event costs	2,735.00	938.31	1,796.69	£ 400.00	£ 1,396.69	Hospitality for commissioning event for 3 short listed artist/makers plus special view for lottery players. (ringfenced)
Equipment and materials	9,680.00	5,066.68	4,613.32		£ 4,613.32	Production of booklets - these may be digitial now so cost is minimal
Training staff	1,000.00	550.00	450.00	£ -	£ 450.00	
Training volunteers	0.00	0.00	0.00	£ -	£ -	
Travel staff (identified cost after AP doc produced)	750.00	572.73	177.27		£ 177.27	
Travel volunteers	3,840.00	2,095.30	1,744.70		£ 1,744.70	
Expenses staff	300.00	294.04	5.96	£ -	£ 5.96	
Expenses volunteers	350.00	7.67	342.33		£ 342.33	This can be used for expenses of staff helping with launch event and/or supporting the project,
Other	3,625.00	2,676.46	948.54	£ 270.00	£ 678.54	Venue Hire to share shortlisted designs for memorial + presentations, at Weaver Gallery cost £150pw (Mon-Sun) and Community Hall @ £120 for 4h. (ringfenced)
Publicity and promotion	1,500.00	1,278.75	221.25		£ 221.25	Publicity and promotion for the launch of the memorial
Evaluation	8,000.00	6,000.00	2,000.00	£ 2,000.00	£ -	
Contingency	10,500.00	0.00	10,500.00	£ 3,000.00	£ 7,500.00	Fees which may be required for memorial inc structural engineers report, ground surveys.
Inflation (venue hire only)	160.00	0.00	160.00	£ -	£ 160.00	
TOTAL	247,970.00	161,478.39	86,491.61	£ 76,369.77	£ 10,121.84	

Recommendation

Full Council note the progress of the Masefield Matters Project.

Masefield Matters

Project costs as final application listed under National Lottery Heritage Fund headings

ITEM	COST £	COMMENTS
New staff		
Project coordinator 24 months @ £40,427pa including oncosts, total	80,850	F/T. Costs from LTC TC, + pension. Inflation provision for Y1 and Y2 at 5% (see below)
Project Assistant 12 months (intern paid living-wage), including oncosts	28,000	F/T, Living Wage. Costs from LTC TC + pension. Young person, under 25 (incl inflation)
TOTAL	108,850	
Lead post at 5%, £2020 year 1, £2120 year 2	4,140	5% advised by Town Clerk (merged into Salaries section). PC and PA received a 3.2% increase in yr1
TOTAL (inc inflation)	112,990	Current total spent:
Professional fees		
Fees for specialist, World Book Day 2025 + 2027, 2 sessions per day @ £200ea	800	LTC to deliver
Fees for greenwood working activity, 2days @ £350 ea + £200 prep.	900	Based on estimate
Fees for Midnight Folk/LRFC familiarisation project. Wildlife Trust session @ £400, 2Faced Dance x2 people @ 5 days ea @ £334 per day (incl travel) + prep time £100, cost £3,440 and filmmaker, 3 days @ £350 per day, cost £1,050.	4,890	Based on estimate
Fees for freelance specialist, Daffodil Fields project. 15 half day sessions @£150ea (incl 3 days prep + travel)	2,250	
Fees for specialists supporting Sea-fever project, filmmaker 8 days (inc prep and travel) @ £350 per day.	2,800	
Fees for specialists supporting the Foodbank and Refugee Support Group projects, 16 half days (inc. prep and travel) @£150 each.	2,400	

Fees for activity with schools to explore concept of memorial, 4 ½ days at £150ea	600	
Fees for wildlife organisations contributing to Big Green Week. Family-friendly activities, 3 sessions inspired by The Midnight Folk @ £400 each, total £1,200 plus programme of guided walks and talks by other groups, 4 events @£150each, total £600.	1,800	Wildlife Trust quote for Midnight Folk activity. Guided walks and talks thinking Ledbury Field Nats, CPRE local branch (assume may charge less than £150).
Consultation contract, 22 days @ £350pd (includes 2 days to support participants during commission)	7,700	Based on estimate
Fees for Ledbury Poetry event	400	
Supply cover for teachers out of classroom supporting young people working on the Sea-fever project, 2 teachers on 6 days @£250 per day	3,000	Sea-Fever Looked online.
Fees for shortlisted makers to work up designs x3 at £1,000ea	3,000	Based on estimate
TOTAL	30,540	Current total spent:
Recruitment		
Advertising for two posts	1,000	Cost free for most sites. NB local paper costs £700, good for junior post
Advertising for maker for memorial	1,000	
TOTAL	2,000	Current total spent:
Purchase price of heritage items		
Memorial for the Ledbury Poet	60,000	(including fixings, transport, installation)
TOTAL	60,000	Current total spent:
Event costs		
Hospitality for evaluation workshop	75	Teas and Coffees (delegates bring packed lunch)
Teas and Coffees for steering group meetings	100	
Hospitality for community group participating in familiarisation projects away from their usual meeting place	900	
Hospitality for events celebrating key milestones (x3) - project launch, thankyou event at end of	900	NB assume no alcohol as YP / children involved

familiarisation phase, launch of the memorial		Launch: Celebration: traders, consultant specialists,
Hospitality for consultation sessions	360	Includes young people, thinking pizza
Hospitality for commissioning event for 3 short listed artist/makers plus special view for lottery players.	400	
TOTAL	2,735	Current total spent:
Equipment and materials		
Laptop for project staff, x2 @ £600ea plus £400 towards cost of any additional software required	1,600	Town Clerk
Mobile phones for project staff x2 @ £35ea, total £70 + contracts @ £420pa x2 year one and x1 year 2, total £1,1260.	1,330	Town Clerk
Desks, refurbishment of office space for project staff	1,000	Town Clerk
Masefield Map for HOD 2025	1,000	Requested LTC CDO
Materials for consultation phase incl activity to explore concept of memorials with schoolchildren / families	600	
Materials for six community group projects and citizen science project with JM Archive researching people to whom books dedicated, based on an average budget of £400 per project	2,800	
Materials for training		50
Materials for events celebrating key milestones (x3) - project launch, thankyou event at end of familiarisation phase, launch of the memorial	500	
Materials for public events (familiarisation)	350	
Materials to support access to Masefield Archive, community projects, public events	500	
TOTAL	9,680	Current total spent:
Training staff		
Provision for online training	1,000	
TOTAL	1,000	Current total spent:

Training volunteers		
Travel staff		
Meetings in Hereford (train), other locations within the county, occasionally further afield	£750	Mileage rates are .45p or .64p (used). If train available that will be the cost.
Travel volunteers		
Travel for participants in sea-fever project incl visit to Cutty Sark, London	£1,500	(excludes travel for ex merchant seamen)
Travel for participants in familiarisation projects, visits to the Daffodil Fields by various groups and individuals using community transport	500	
Travel costs for members of the Refugee Support Group	100	
Research visits for participants, consultation phase	400	
Travel costs for volunteer Archive Assistant	340	
Travel costs for ex merchant seamen contributing to the Sea-fever project with young people (nearest MNA branches in Tamworth and edge of Birmingham)	1000	
TOTAL	3,840	Current total spent:
Expenses staff		
Parking, subsistence for meetings away from base	300	£
TOTAL	300	Current total spent:
Expenses volunteers		
Parking for Assistant Archivist, say x10 4h ½ days @ St Katherines @ £1.40ph	70	Bridge St All Day £2.50, St Katherines All Day £7, £1.40 per hour up to 4h, free after 6pm
Parking for members of the steering group, say on 12 occasions, parking for 2h at St Katherines @ £1.40ph, total £33.60	40	TO BE USED FOR CONSULTAION CORE GROUP SESSIONS
Subsistence for participants in consultation on research visits	240	

TOTAL	350	Current total spent:
Other		
Venue hire World Book Day events in 2025 and 2028, 2 7h days at St Katherines Hall @£30 per hour	420	
Venue hire, community project with Foodbank, 6 2h sessions@£10ph	120	At Foodbank
Venue hire for evaluation workshop, 1 7h day @ £30ph (Community Hall)	210	£30 for workshop day Consultation session and kitchen 2.5 hours x £20ph = £50
Venue hire, steering group meetings when council room not available, say 3 occasions at Masters House @£38 ea, total £114	120	When panelled room NA
Venue hire, launches and thankyou events, X3 events, 4h each @ £30h (Community Hall)	360	
Venue hire for Big Green Week, 2 4h sessions at Community Hall @ £30ph	240	
Venue hire for sea-fever, incl meetings with ex merchant seamen, venue tbc	250	
Venue hire for community groups that do not usually meet regularly, 12 halfday sessions @ £38 each (Masters House), £456	460	Thinking for Daffodil Fields (visually impaired group) and Refugee Support Group.
Venue Hire to share shortlisted designs for memorial + presentations, at Weaver Gallery cost £150pw (Mon-Sun) and Community Hall @ £120 for 4h.	270	NB Weaver Gallery not fully accessible, therefore not suitable (post application).
TOTAL Venue Hire	2,450	
Admission charge to visit Cutty Sark, based on a group of 15 people (5 adults @£17ea, 10 young people @£11.50ea, total £200 with guided tour of ship @ £75 for group and rig climb at £50ea for 10 young people @£500.	775	
Vouchers for young people involved in consultation, 20 at £20ea	400	
TOTAL	3,625	Current total spent:
Publicity and promotion		

Flyers and invitations to encourage participation.	1,500	
TOTAL	1,500	Current total spent:
Evaluation		
Fees for evaluation contract	8,000	
TOTAL	8,000	Current total spent:
Contingency		
Fees which may be required for memorial inc structural engineers report, ground surveys.	3,000	Advised MR, looked online for ground survey costs
Additional Fees including increased budget for 3 shortlisted makers to produce designs and drawings	3,000	Based on advice from MR
General Contingency	3,000	
Additional budget to support consultation related activity	1,500	
TOTAL	10,500	
Inflation		
Increase in venue hire charges, 10% of total cost of £1,620	160	
TOTAL	160	Current total spent: 0
TOTAL PROJECT COST	247,220	Excludes items highlighted orange as omitted in error from application.

FULL COUNCIL	26 NOVEMBER 2026	AGENDA ITEM: 34(iv)

Report prepared by Angela Price – Town Clerk

MASEFIELD MATTERS PROJECT BOARD – COUNCIL REPRESENTATIVE

Purpose of report

The purpose of this report is to advise Members that Cllr Morris has agreed to step down as Ledbury Town Council's representative on the Masefield Matters Project Board with immediate effect and to ask Council to nominate a replacement.

Background

Council needs to nominate another councillor to represent it on the Project Board. He will remain a member of the Board, but not in the capacity of the Council's representative.

The Terms of Reference of the Board require that at least one councillor is present at Board meetings to ensure quorum. There are currently two Councillors on the Board and this would not change, which would ensure that at least one councillor should be available to attend the meeting.

Councillor Harvey is the other Board Member and is therefore familiar with the project and its work. Members may wish to nominate Councillor Harvey as the Council's representative to ensure continuity, but this is of course subject to any other nominations being submitted and accepted.

Recommendations

1. That Council notes that Councillor Morris has agreed to step down as its representative on the Masefield Matters Project Board with immediate effect.

2. That Council considers nominating Councillor Harvey as its representative on the Project Board, subject to their agreement, or nominates another councillor to fill the vacancy.

3. That the Town Clerk informs the Project Board of Council's decision.