



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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17 October 2025

To: All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday. 23 October 2025 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. **Apologies for absence**
2. **Declarations of Interests**

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

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

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

3. **To note the Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 4811)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 2 October 2025** (Pages 4813 - 4823)
6. **To receive and note the Action sheet** (Pages 4825 - 4827)
7. **To receive Ward Reports** (To follow)
8. **Chairman's Communications**
9. **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."
10. **To receive motions presented by Councillors in accordance with Standing Order 9**

Motion received from Councillor Bradford

"That Council agree to reinstate the Finance, Policy & General Purposes and Environment & Leisure Committee meetings to encourage debate in a timely manner and make recommendations to Council accordingly."

FINANCE, POLICY & GENERAL PURPOSES

11. **To receive and note Month 6 financial reports** (Pages 4829 - 4855)
 - i. Receipts and Payments 1 to 30 September 2025
 - ii. Balance sheet and Trial Balance – Month 6
 - iii. Budget Monitoring Reports 1 April – 30 September 2025
12. **To confirm verification of bank statements and reconciliations for September 2025**
13. **To approve invoices for payment for October 2025 (Final)**
(To follow)

14. **Grant Funding Applications** (Pages 4857 - 4862)
- i. Ledbury Places - Local Government Act 1972, s144 Power to encourage tourism to the council's area or contribute to organisations encouraging tourism – amount requested £1,705.00 for supply and install for hearing loop
15. **To consider the statement made by Herefordshire Council at their meeting held on 3 October 2025 regarding play area investment.** (Pages 4863 - 4872)
16. **To receive and note the notes of a meeting to consider the Feasibility Study and proposed TEMAP actions** (Pages 4873 - 4882)

GOVERNANCE

- 16a. **Code of Conduct Matters** (Standing Item)
17. **To consider the “Charter for Herefordshire’s Councils 2025” booklet** (Pages 4883 - 4889)

PLANNING, ECONOMY & TOURISM

18. **To consider Planning Consultations** (Pages 4891 - 4892)
19. **To receive and note update on Planning Decisions** (Pages 4893 - 4896)
20. **To consider licensing application in respect of Weavers, 10 New Street, Ledbury, HR8 2DX** (Page 4897)
21. **To consider correspondence from the Ledbury Civic Society regarding roundabout sponsorship** (Pages 4899 - 4902)

ENVIRONMENT & LEISURE

22. **To give consideration to the proposed officer actions in respect of the recent Fire Risk Assessment** (Pages 4903 - 4951)

MASEFIELD MATTERS

23. **To receive and notes the minutes of a meeting of the Masefield Matters Board held on 13 October 2025** (To follow)

GENERAL

24. **Outside Bodies**

- i. **Ledbury Community Choir – minutes of a meeting held on 19 September 2025**
(Pages 4953 - 4954)

25. **Notes of a meeting to discuss Remembrance Services held on 6 October 2025**
(Pages 4955 - 4957)

26. **Cemetery**

26.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 800 and 801 to be signed, granting the exclusive right of burial to those named on the interment form.

26.2 That in accordance with Standing Order 23(a), authority be given for the Transfer of Deeds of Exclusive Right of Burial 540 and 100128 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

27. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for Thursday, 13 November 2025.

28. **Exclusion Of Press & 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

29. **Resources Committee Confidential Matters (Oral Update)**

To consider any matters discussed at the meeting of the Resources Committee held on 23 October 2025 which need to be considered as a matter of urgency

Distribution: Full agenda and reports to all Councillors (11)
Plus file copy

Agenda and reports excluding confidential items to:
Local press (1)
Library (1)
Council Website (1)

FULL COUNCIL	2 OCTOBER 2025	AGENDA ITEM: 4
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SECTION 149 OF THE EQUALITIES 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.

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 2 OCTOBER 2025**

PRESENT: Councillors: Bradford, Browning, Eakin, Harvey (Chair), Hughes, Kettle, Morris, and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker
One member of the Public

C966. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns, Coleman and Sinclair.

C967. DECLARATIONS OF INTEREST

- Councillor Harvey declared a non-pecuniary interest in item number 14, due to a personal relationship with the applicant for the Ledbury Fringe Grant
- Councillors Hughes and Kettle declared a non – pecuniary interest in item 14 due to being members of the Ledbury Carnival Association.

C968. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C969. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk will advise Members if and when it is appropriate for them to be considered under this Duty.

C970. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 11 SEPTEMBER 2025

RESOLVED:

That the minutes of a meeting of Council held on 11 September 2025 be approved and signed as a correct record subject to the following amendment:

Minute no. C954. That “ALTERNATIVE” be amended to “ALTERNATIVE.”

C971. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted, subject to the following amendments:

C931(2) – Councillor Bradford reminded Members that it had previously been agreed to meet with Platform Housing on a 6-monthly basis and pointed out that this had not happened.

1. C948(3) – The Clerk advised that she had not been able to attend the flood workshop due to staff shortages.
2. That the Clerk contact Herefordshire Council officers to ask whether there is any information that could be shared from the Workshop or whether there are any plans to hold further workshops.
3. C954, “Hoped that a report will be available” be amended to “Planned to provide a report at the next meeting of council.”

C972. CHAIRMAN’S COMMUNICATIONS

The Chairman spoke on a recent event she had attended with Councillor Hughes to Leadon Bank to assist with the presentation of the Long Service Awards to Shaw Healthcare Staff. The Chairman also noted the upcoming October Fair taking place on Monday, 13 and Tuesday, 14 October 2025.

- C973. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)**

RESOLVED:

A member of the Public asked what the process is to have an item included on the Council agenda. They were advised that they should send their requests to the Clerk

- C974. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

RESOLVED:

None were received.

- C975. TO RECEIVE AND NOTE MONTH 5 FINANCIAL REPORTS**

RESOLVED:

1. That the Receipts and payments for the period 1-31 August 2025 be received and noted.
2. That the Balance sheet and Trial Balance for Month 5, ending 31 August 2025 be received and noted.
3. That the Budget Monitoring Reports to 31 August 2025 be received and noted.
4. The Chair requested that all Councillors be sent an electronic copy of the full Excel Budget Workbook for 2025-26 in preparation for budgeting for 2026-27.

- C976. INVOICES FOR PAYMENT OCTOBER 2025 (INTERIM)**

The Chairman thanked the Clerk and Finance Team for swiftly progressing the additional Rialtas software and training.

RESOLVED:

That the following Recommendations be approved:

1. That the invoices for payment in the sum of £13,035.12 plus VAT be approved for payment.
2. That the sharing of the cost to purchase the badge punch press between the Council and the Masfield Matters Project be approved.

3. That a new EMR be set up for the cost of new IT Software and equipment in the sum of £15,000.
4. That a £5,000 budget allocation be made over the next three years to repay the General Reserves for the cost of the IT software and equipment.
5. That it be noted that the Accounts Clerk be asked to undertake a journal movement in respect of IT equipment purchased from 401/4483 ICT Services and Software to 235/4415 office support & Equipment in the sum of £1,754.
6. That funds be transferred from the new IT EMR to both lines to cover approved in-year expenditure as and when appropriate.

C977 LOCAL GOVERNMENT PAY AWARD 2025

RESOLVED

That the information in respect of the Local Government Pay Award for 2025/26 be received and noted.

C978. SUBSCRIPTIONS

RESOLVED:

1. None received.
2. The Subscriptions is removed as a standing item from future agendas.

C979. GRANT FUNDING APPLICATIONS

RESOLVED:

1. That the minutes of the Grant Working Party held on 23 September 2025 be approved as a correct record and that consideration be given to the recommendations within.

2. RECOMMENDATIONS:

Over £500

- i. That the Malvern District Scouts be awarded a grant of £2,500 under the Local Government Act 1976,

S137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised.

- ii. That Ledbury Places be asked to provide two further quotes in respect of the Hearing Loop and be invited to attend the meeting of Council on 23 September 2025 to provide clarification on their request for grant funding,**
- iii. That the Ledbury Community Hub be awarded a grant of £2,500 and that they be encouraged to submit a multi-year application to assist the operating costs of the Community Hub and that they be invited to give a presentation to a future meeting of Council Local Government Act 1972, s137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised**

Multi – Year

Councillors Hughes and Kettle left the meeting, as they had declared a non-pecuniary interest.

- iv. That the Ledbury Carnival Association be awarded a multi-year grant to as set out below,
Year 1 - £5,000
Year 2 - £5,500
Year 3 - £6,000**
- v. That Ledbury Town Council work closely with the Carnival Association to create a plan for the next three years in terms of public engagement and shaping the event for the 21st Century.**

Councillors Hughes and Kettle returned to the meeting.

Councillor Harvey left the meeting, as she had declared an interest in the Ledbury Fringe.

- vi. That the Ledbury Fringe be awarded a grant as set out below, and that they be encouraged to seek additional funding from other sources - Local Government Act 1972, s145(1)(a) Power to provide entertainments and facilities for dancing in or outside the council's area
Year 1 - £1,000
Year 2 - £1,000**

Year 3 - £1,000

Councillor Harvey returned to the meeting.

- vii. That Ledbury primary School PTA be awarded a multi-year grant to Ledbury Primary School PTA in support of an annual fireworks display set out below - Local Government (Miscellaneous Provisions) Act 1976, s. 19 – Power to provide and contribute to a wide range of recreational facilities in or outside the council's area**

Year 1 - £1,500

Year 2 - £1,500

Year 3 - £1,500

- viii. That Community Voluntary Action Ledbury also known as (Community Action Ledbury) be awarded a multi-year grant to Community Action Ledbury as set out below - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

Year 1 - £12,000

Year 2 - £12,500

Year 3 - £13,000

- ix. That 50% of the allocated grant award (£2,500) be released to Citizens Advice Bureau (CAB) from within the 2025/26 budget allocation**

- ix. That the Clerk writes to CAB advising that 50% of the annual grant funding will be paid to them and that they be advised that the Council is currently reviewing the arrangements of how grant funding will be paid to them going forward - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

Additional Grant applications received

- x. That the Royal British Legion be awarded a grant of £240 towards the cost of hosting the ship's company of HMS Ledbury at the Remembrance Day commemorations - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

- xi. That the Ledbury Community Brass Band be awarded a grant of £1,000 – Local Government Act 1972, s. 145(1)(c)- Power to maintain a band or orchestra to contribute to the maintenance of a band or orchestra in or outside the Council's area.
 - xii. That the Ramblers Well Being Walks be awarded a grant of £500 - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised
3. That it be recorded that items ii, iii, iv, and viii above meet the criteria of the Section 149 of the Equalities Act 2011, in so far as the projects provide for individuals who are protected by the Act due to qualifying as protected characteristics.

C980. UPDATE IN RESPECT OF POTENTIAL LEASE LINE

Members were requested to give consideration to the additional information provided in respect of a lease line and review their decision made at the meeting of Council of 11 September as to whether officers should pursue the installation of a lease line to the Council offices, noting that is likely that the Council will incur costs for installation in the region of £2,000/£2,600 plus monthly fees.

RESOLVED:

That the Clerk be authorised to progress the installation of a lease line to the Council offices for a period of two years at a cost of circa £2,000/£2,600.

C981. COUNCIL POLICIES

Members were requested to approve the revised Disciplinary and Grievance Policies, and to adopt the updated Complaints policy.

RESOLVED:

- 1. That the revised Disciplinary and Grievance Policies be approved.
- 2. That the updated Complaints Policy be adopted.

C982. CODE OF CONDUCT MATTERS

The Clerk advised Members that she had received notification of complaints against four Ledbury Town Councillors and that she had also received notification that the Monitoring Officer had considered the complaints and concluded that no further action will be taken, as the complaint fails the local assessment criteria.

RESOLVED:

That the update in respect of four Code of Conduct Complaints against Ledbury Town Councillors be received and noted.

C982. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Orders be suspended for a period of 30 minutes to allow the remaining business of the Agenda to be completed.

C983 PLANNING CONSULTATIONS

- 1. Application Number 252142 – Proposed change of use from a retail butchers shop with commercial production kitchen to a hot food take away business with installation of replacement mechanical kitchen ventilation system – 71a The Homend, Ledbury, Herefordshire, HR8 1BP.**

RESOLVED:

No objection, subject to reassurances that the proposed extraction unit and waste management plans are acceptable to the statutory consultees i.e. environmental health.

- 2. Application Number 252742 – T1 – Red Oak adjacent to car park, fell to as near ground level as possible. – Ledbury Rugby Union Football Club, Ross Road, Ledbury, Herefordshire HR8 2LP.**

RESOLVED:

No objection, and the Rugby Club be encouraged to plant replacement young trees at suitable locations around their grounds.

Councillor Bradford left the meeting at 9:05pm

C984. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C984. PLANNING INSPECTORATE APPEAL DECISION – SHERIDON, NEW STREET, LEDBURY, HEREFORDSHIRE, HR8 2EE

RESOLVED:

That the Planning Inspectorate Appeal Decision be received and noted.

C985. PAINTED ROOM VISITOR NUMBERS

RESOLVED:

That the Painted Room Visitor Numbers be received and noted.

C896. TO RECEIVE AND NOTE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 23 & 30 SEPTEMBER 2025

RESOLVED:

- 1. That the minutes of the Events Working Party Meeting held on 23 & 30 September 2025 be received and noted.**
- 2. That the recommendations within the report be considered at agenda item 21.**

C987. CHRISTMAS LIGHTS SWITCH ON

RESOLVED:

- 1. That officers be authorised to progress the Christmas Lights Switch On Event using the allocated budget, at an estimated cost of £4,510 which includes all the entertainment referred to above.**
- 2. That consideration be given to how the ABE lorry can be accessed, noting that they may be able to provide steps.**
- 3. That a fee of £40 be levied on market traders for the hire of a market pitch.**
- 4. That a fee of £80 be levied on vehicle based hot food traders.**
- 5. That the Barn be asked if they would be interested in holding a Farmer's Market in partnership with the Town Council on St. Katherine's Square.**

6. That Council offer a discount of 50% per stall-based trading pitch to town centre businesses, as a way of supporting independent traders and encourage local participation, noting that the fee per pitch offered will be £20.

C988. TO REVIEW GROUNDS MAINTENANCE CONTRACT

RESOLVED:

That this item be deferred to a working party meeting to review the Council's amenity maintenance plans, to include the request from the Community Hub to undertake conservation work in respect of Dog Hill Woods.

C989. REQUEST FROM LOCAL POLICING TEAM FOR QUARTERLY PARISH PRIORITIES

Members were requested to give consideration to parish priorities in respect of policing.

RESOLVED:

That the following priorities be provided to the local policing team:

1. Speeding on Homend, High Street, Southend/Glos Rd, New Street, Hereford Road and round the bypass/Leadon Way
2. ASB & valdalism at and adjacent to town playground and park areas and along town trail
3. Sale of alcohol and tobacco to underage consumers
4. Public smoking of cannabis particularly in town centre and PSPO areas of the town
5. Unlicenced riding of e-scooters and motorbikes
6. Treatment of migrant workers at local farms
7. County lines and use of supermarket car parks and town centre locations for transfer of drugs and handling of cash
8. PCSO visibility – esp 15:00-20:00

That the following priorities be raised, noting that Council took the view that these would already be priorities of the Police

1. Child safeguarding and tackling of neglect
2. Drink/drug driving – particularly in the run-up to Christmas

C990. OUTSIDE BODIES

RESOLVED:

- i. That the minutes of a meeting of the Ledbury Carnival Committee held on 3 September 2025 be received and noted.
- ii. That the minutes of meetings of the Ledbury Community Choir held on 28 July 2025 be received and noted.

C991. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 23 October 2025.

The meeting ended at 9:22 pm

Signed Date

DRAFT

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
11-Sep-25					
C931(2)	Following receipt of the information from Ward Councillors Ledbury Town Council review the matter and consider how they can support local residents in respect of social housing.	TC	TBC	Upon receipt of information from Ward Councillors	In progress
C932(1)	That Ledbury Town Council explore the accommodation needs of the Council, following on from the staff review, and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council.	Council	TBC		In progress
C948(2)	That the volunteer role of Flood Warden be put out for public advertisement for expression of interest and then candidates be selected.	TC	08.10.2025	Press release publish on council website and social media 08.10.2025 and sent to LR	Completed
C948(3)	The Clerk draft a Parish Flood Plan, with the support of Herefordshire Council and attend the workshop on 24 September 2025.	TC	08.10.2025	TC unable to attend workshop due to staff shortages - Clerk contacted HC to ask if any info available from workshops - HC advised that they are happy to provide advice and support to prepare the plan - Clerk drafting plan	Completed
C954	Provide an updated storage unit report to include location plan, accessibility, utility connection, planning, and security provision	TC	To Do	Report to be included in future agenda	In progress

C956(3)	That following the review of the management plan a meeting be held with representatives of the Ledbury Community Hub	TC	21.10.2025	Meeting arranged for 21.10.2025	Completed
02-Oct-25					
C971.2	That the Clerk contact Herefordshire Council officer to ask whether there is any information that could be shared from the Workshop or whether there are any plans to hold further workshops.	TC	03.10.2025	No plans for further workshops, however have advised that they are happy to review any draft plans.	Completed
C975.4	That Chair requested that all Councillors be sent an electronic copy of the Full Excel Budget Workbook.	TC	17.10.2025	Sent to all Cllrs	Completed
C976.3	That a new EMR be set up for the cost of new IT Software and equipment in the sum of £15,000.	TC	03.10.2025	A/C advised	Completed
C976.4	That a £5,000 budget allocation be made over the next three years to repay the General Reserves for the cost of the IT Software and equipment.	TC	2026/27/28	To be included in budget for next three years	Completed
C976.5	That it be noted that the Accounts Clerk be asked to undertake a journal movement in respect of IT equipment purchased from 401/4483 ICT Services and Software to 235/4415 office support and equipment in the sum of £1,754	TC	03.10.2025	A/C advised	Completed
C979.ii	That Ledbury Places be asked to provide two further quotes in respect of the Hearing Loop and be invited to attend the meeting of Council on 23 September 2025 to provide clarification on their request for grant funding.	TC	03.10.2025	Quotes received and to be provided to Members separate to agenda for GDPR purposes - Representative to be in attendance at 23.10.25 meeting of council	Completed

C979.ix.	That the Clerk writed to CAB advising that 50% of the annual grant funding will be paid to them and that they be advised that the Council is currently reviewing the arrangements of how grant funding will be paid to them going forward - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised.	TC	03.10.2025	50% of grant paid and CAB advised accordingly	Completed
C980.	That the Clerk be authorised to progress the installation of a lease line to the Council Offices for a period of two years at a cost of circa £2,000/£2,600	TC	03.10.2025	OMS advised - this is now being progressed	Completed

FULL COUNCIL	23 OCTOBER 2025	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

FINANCE OVERVIEW REPORT FOR THE 6 MONTHS ENDING 30 SEPTEMBER 2025

This report provides a high-level summary of the 6 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 11.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	35,701	51,103	15,402	69.9%
Expenditure	379,048	785,725	406,677	48.2%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt due later in the financial year.

Expenditure has been adjusted for the EMR transfers contained within the Detailed Income & Expenditure report, together with John Masefield Matters expenditure. The EMR transfers relate to the following expenditure:

Tree works and perimeter wall (Church Yard)	£ 9,045
New CCTV in council offices	£ 4,113
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	<u>£ 3,578</u>
TOTAL EMR TRANSFERS	<u>£17,736</u>

Within the expenditure no annual payments for insurance have been made to date, these will be made in December. Consequently, there is no budget phasing that is impacting on the 6-month financial performance.

Full and final payment has now been received from the Stone Workshop.

The actual total expenditure to date represents 48.2% of the annual budget which is within the expected 50% at month 6 of the financial year.

Cash balances at the end of August were £686,317, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £17,736 has been allocated from reserves, The general reserves stand at £208,073 and ear-marked reserves at £145,253 at the end of September.

RESOLVED

That the above information be received and noted, noting that the 2025/26 budget is below the expected percentage of 50% at the end of month 6 of the financial year.

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

Receipts received between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
L021143	Banked: 01/09/2025	195.83					
L021143	The Co-operative Group (CGP)	195.83			1160	102	195.83 Mortuary Rent
2497	Banked: 01/09/2025	19.50					
2497	Kelly Dilly	19.50			1090	301	19.50 Charter Market
MORT	Banked: 01/09/2025	-195.83					
MORT	The Co-operative Group (CGP)	-195.83			1160	102	-195.83 Mortuary Rent
STONE	Banked: 01/09/2025	277.78					
STONE	The Stone Workshop	277.78			1289	118	277.78 War Memorial Refund
500535	Banked: 03/09/2025	811.00					
500535	Painted Room Donations	811.00			1090	301	811.00 Charter Market
500534	Banked: 03/09/2025	364.50					
500534	Various	364.50			1090	301	58.50 Charter Market &
					1130	102	47.00 Charter Market &
					1100	102	259.00 Charter Market &
500536	Banked: 05/09/2025	390.00					
500536	Painted Room	390.00			1450	105	213.00 Donations & Sales
					1451	105	177.00 Donations & Sales
2483	Banked: 08/09/2025	78.00					
2483	Le Delice	78.00			1090	301	78.00 Charter Market
Interest	Banked: 09/09/2025	8.72					
Interest	Lloyds Bank	8.72			1870	220	8.72 Bank Interest
Interest	Banked: 09/09/2025	136.58					
Interest	Lloyds Bank	136.58			1870	220	136.58 Bank Interest
CO_OP	Banked: 12/09/2025	374.25					
CO_OP	The Co-operative Group (CGP)	374.25			1100	102	374.25 Interment & EROB
	Banked: 12/09/2025	25,000.00					
736-235	Premier A/c (736) Comm Call	25,000.00			202		25,000.00 Internal Transnsfer
2494	Banked: 15/09/2025	23.50					
2494	Vivienne Young	23.50			1090	301	23.50 Charter Market
Bakes	Banked: 15/09/2025	23.50					
Bakes	Bakes by Holly	23.50			1090	301	23.50 Charter Market
TAYN	Banked: 18/09/2025	90.00					
TAYN	Taynton Farm Sales	90.00			1090	301	90.00 Charter Market
Precept	Banked: 18/09/2025	367,311.00					
Precept	Herefordshire Council	367,311.00			1900	220	367,311.00 Precept
Precept	Banked: 19/09/2025	-367,311.00					
Precept	Herefordshire Council	-367,311.00			1900	220	-367,311.00 Precept
Subtotal Carried Forward:		27,597.33	0.00	0.00			27,597.33

Cashbook 1

User: SAE

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

Receipts received between 01/09/2025 and 30/09/2025

				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
2504	Banked: 22/09/2025	78.00					
2504	Parsons Ridge	78.00			1090	301	78.00 Charter Market
2505	Banked: 22/09/2025	47.00					
2505	Flics Rustic Bakes	47.00			1090	301	47.00 Charter Market
Market	Banked: 22/09/2025	-359.50					
Market	Various	-359.50			1090	301	-359.50 Charter Market
INT	Banked: 22/09/2025	-136.58					
INT	Lloyds Bank	-136.58			1870	220	-136.58 Bank Interest
	Banked: 23/09/2025	50,000.00					
736 - 235	Premier A/c (736) Comm Call	50,000.00			202		50,000.00 Internal Transfer
CARD	Banked: 30/09/2025	1.90					
CARD	Barclaycard	1.90			1034	301	1.90 Tourist Information
CARD	Banked: 30/09/2025	590.00					
CARD	Barclaycard	590.00			1460	120	52.00 Income
					1450	105	317.05 Income
					1451	105	220.95 Income
CARD	Banked: 30/09/2025	37.00					
CARD	Barclaycard	37.00			1460	120	37.00 Various
Total Receipts:		77,855.15	0.00	0.00			77,855.15

Premier A/c (736) Comm Call

Receipts received between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
CHG	Banked: 01/09/2025	195.83						
CHG	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
2497	Banked: 03/09/2025	19.50						
2497	Kelly Dilly	19.50			1090	301	19.50	Charter Market
2483	Banked: 03/09/2025	78.00						
2483	Le Delice	78.00			1090	301	78.00	Charter Market
INT	Banked: 09/09/2025	136.58						
INT	Lloyds Bank	136.58			1870	220	136.58	Bank Interest
2494	Banked: 15/09/2025	23.50						
2494	V Young	23.50			1090	301	23.50	Charter market
BAKES	Banked: 15/09/2025	23.50						
BAKES	Bakes By Holly	23.50			1090	301	23.50	Charter Market
TAYN	Banked: 15/09/2025	90.00						
TAYN	Taynton Farm Sales	90.00			1090	301	90.00	Charter Market
PREC	Banked: 19/09/2025	367,311.00						
PREC	Herefordshire Council	367,311.00			1900	220	367,311.00	Precept
2504	Banked: 22/09/2025	78.00						
2504	Parsons Ridge	78.00			1090	301	78.00	Charter Market
2505	Banked: 22/09/2025	47.00						
2505	Flics Rustic Bakes	47.00			1090	301	47.00	Charter Market
ALLP	Banked: 26/09/2025	846.00						
ALLP	R Wilson	846.00			1090	301	846.00	Charter Market
Total Receipts:		368,848.91	0.00	0.00			368,848.91	

Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/09/2025 and 30/09/2025

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
500535	Banked: 03/09/2025	811.00						
500535	Painted Room Donations	811.00			1451	105	811.00	Donations
500535	Banked: 03/09/2025	-811.00						
500535	Painted Room	-811.00			1090	301	-811.00	Donations
AIP	Banked: 26/09/2025	846.00						
AIP	R Wilson	846.00			1090	301	846.00	Charter Market
ALLP	Banked: 26/09/2025	-846.00						
ALLP	R Wilson	-846.00			1090	301	-846.00	Charter Market
INT	Banked: 30/09/2025	606.09						
INT	The Public Sector Deposit Fund	606.09			1870	220	606.09	Bank Interest
Total Receipts:		606.09	0.00	0.00			606.09	

Receipts received between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
PCASH	Banked: 30/09/2025	1.99					
PCASH	Ledbury Store	1.99			4155	202	1.99 Housekeeping
Pcash	Banked: 30/09/2025	-1.99					
Pcash	Ledbury Local	-1.99			4155	202	-1.99 Housekeeping
Total Receipts:		0.00	0.00	0.00			0.00

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	Advansys Ltd	DD	123.60	52314	Web Hosting
02/09/2025	Take Payments	DD	30.00	20164-1	LTC Card Machine
02/09/2025	O2	DD	153.56	39224970	LTC Mobile Phones
03/09/2025	SLCC Enterprises Ltd	BACS	12.50	QL205819-2	Referral Fee
03/09/2025	Take Payments	DD	30.00	20164-2	PR Card Machine
03/09/2025	EE Limited	DD	15.13	310144	WC Mobile Phone
04/09/2025	Tinsmiths Ltd	BACS	25.00	TRA1680	The Town of Ledbury Print
08/09/2025	Welsh Water	DD	20.39	3237910304	LTC Water
08/09/2025	Welsh Water	DD	31.74	3237910305	LTC Water
08/09/2025	Citation Limited	DD	279.48	0063014	HR Compliance Services
08/09/2025	Water Plus	DD	9.22	08676062	Market House Water Drainage
10/09/2025	Barclaycard	DD	18.58	016436880825	PR Card Machine
10/09/2025	Barclaycard	DD	10.00	016436890825	LTC Card Machine
10/09/2025	Water Plus	DD	12.29	08680344	LTC Water Drainage
10/09/2025	Octopus Energy	DD	34.50	B092647B	Cemetery Electricity
11/09/2025	Octopus Energy	DD	261.86	30D6C022	LTC Electricity
11/09/2025	Take Payments	DD	58.80	0053306	Annual Fee
15/09/2025	Citation Limited	DD	62.14	0011620	Employee Assistance
16/09/2025	Amazon	BACS	12.33	5000TL609VWXI	Digital counters
16/09/2025	Amazon	BACS	9.65	50SAQ82T4H1	Pipe Cleaners for events
16/09/2025	Amazon	BACS	6.01	5003HA1KAPLI	Craft items for events
16/09/2025	Amazon	BACS	21.09	501XY3NJUKDI	Craft goods for events
16/09/2025	Amazon	BACS	7.15	5002UZAE90BI	Crafts for events
16/09/2025	Amazon	BACS	8.15	501CLRMM7PDI	World Map
16/09/2025	Amazon	BACS	29.99	5000CSPWH7BI	Crafts for events
16/09/2025	Amazon	BACS	21.61	56BYPADUJIE	Craft goods for events
16/09/2025	Amazon	BACS	13.91	50008D1XK7NI	Crafts for events MM
16/09/2025	Liv Mabey	BACS	150.00	089	MM paint & Plant workshop
16/09/2025	PENS	BACS	460.54	08063889	LTC Pens
16/09/2025	Fircone Books	BACS	162.50	9305	Artisan books
16/09/2025	PKF	BACS	2,016.00	SB05114	Professional Services
16/09/2025	Angela Price	BACS	2.00	Re-imbure	Advertising
16/09/2025	Angela Price	BACS	3.00	Re-imbure	Advertising
16/09/2025	Angela Price	BACS	5.00	Re-imbure	Advertising
16/09/2025	Angela Price	BACS	8.00	Re-imbure	Advertising
16/09/2025	Angela Price	BACS	9.00	Re-imbure	Advertising
16/09/2025	Communitas Publishing	BACS	288.00	108/26/12	Advertising
16/09/2025	Printerbase	16092025	178.20	783115	Ink Cartridges
16/09/2025	Viking Raja	BACS	142.51	6212665	Stationery and Housekeeping
16/09/2025	JRB Enterprise Ltd	BACS	563.04	28774	Dog Bags
16/09/2025	Shredall Ltd	BACS	107.70	111016	Confidential Waste
16/09/2025	PJ Nicholls Ltd	BACS	68.46	202507000005	Fuel for van and mowers
16/09/2025	NPower	BACS	91.39	13800432	Christmas lights electricity
16/09/2025	Ledbury Places	BACS	325.00	0046	Service Barrett Browning Clock
16/09/2025	G & P Enterprises	BACS	5.20	000222	Weekly Reporter
16/09/2025	SLCC Enterprises Ltd	BACS	36.00	QL207900-1	GDPR Course
16/09/2025	Signworx	BACS	472.00	9169	LTC Newsletter

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

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2025	Chubb Electronic Security	BACS	431.10	119099880	Servicing
16/09/2025	SETON	BACS	340.50	9303906313	Signage for TI
16/09/2025	Ledbury Hardware Limited	BACS	65.98	47	DIY Goods
16/09/2025	KOMPAN	BACS	7,176.96	263806	Installation of new swing
16/09/2025	Sovereign	BACS	1,558.13	147869	play equipment
16/09/2025	LEAF	BACS	80.00	250825	Plants
16/09/2025	Office Boffins	BACS	151.08	12465108	Office Equipment
16/09/2025	Screwfix	BACS	69.99	2006822847	Shelving unit
16/09/2025	C H Baetjer	BACS	65.00	43	LTC Maintenance
16/09/2025	Amazon	BACS	10.96	5005E0GFIGTI	Window privacy stickers
16/09/2025	Amazon	BACS	9.90	5691Q9LAEUI	Screen wipes
16/09/2025	Chubb Electronic Security	BACS	726.00	11102033	Fire Risk Assessment
16/09/2025	D M Property Maintenance	BACS	1,608.74	007	Contractor Works
16/09/2025	Bliss Cleaning Services	BACS	361.20	13215	LTC Cleaning
16/09/2025	Ledbury Garden Machinery	BACS	40.80	21725	Switch for Water Bowser
16/09/2025	Amazon	BACS	13.95	56PSVEGAEUI	Crafts for events
16/09/2025	Herefordshire Council	BACS	15.00	91728088	Hire of Panelled Room
16/09/2025	Signworx	BACS	90.00	9333	Landscape Prints
16/09/2025	Total Merchandise	BACS	156.74	416617	Pens
16/09/2025	All about the Hills	BACS	96.00	0026453	Advertising
16/09/2025	Stehen C Large	BACS	2,112.00	003821	Watering Hanging Baskets
16/09/2025	Angela Price	BACS	9.54	Re-imburse	Advertising
16/09/2025	Kidshivis	BACS	58.89	03366	Childrens Hard Hats and Shippi
16/09/2025	Printerbase	BACS	178.20	78527	Ink Cartridges
16/09/2025	Viking Raja	BACS	31.10	6308705	Stationery
16/09/2025	Herefordshire Council	BACS	2,637.90	9173135	CCTV Contribution
16/09/2025	Herefordshire Council	BACS	121.49	91731342	LTC Bin Collection
16/09/2025	Herefordshire Council	BACS	84.57	91731334	Bin Collection St Michaels
16/09/2025	Love Ledbury	BACS	68.99	A-789FCAEC	Bye St Toilets Electricity
16/09/2025	West Mercia Energy	DD	43.05	11709480	Barrett Browning Clock Elec
16/09/2025	NPower	BACS	1,827.80	13800432	Christmas Lights 2024
17/09/2025	OMS UK Ltd	DD	1,346.82	133492	Managed IT Service
17/09/2025	E.on	PAYMENT	-549.29	1DBC1576-0045	Market House Credit Elec
23/09/2025	Adobe Systems	BACS	583.92	3215737535	Licence renewal
23/09/2025	Lloyds Bank	DD	16.80	465852284	Bank Charges
25/09/2025	Staff Salaries	BACS	41,832.50	Salaries	Payroll Mth 6
26/09/2025	Herefordshire Council	DD	79.00	85806086	Market House Rates
26/09/2025	Herefordshire Council	DD	101.00	8427557X	Mortuary Rates
26/09/2025	Herefordshire Council	DD	213.00	84275471	Cemetery Rates
26/09/2025	Herefordshire Council	DD	697.00	85237264	LTC Rates
26/09/2025	Lloyds Bank	DD	50.13	464975551	Bank Charges
29/09/2025	Dolphin Tec	DD	36.30	025365	Photocopier reading
30/09/2025	Thompson & Co	DD	55.20	22011	Payroll
30/09/2025	Onecom Limited	DD	489.43	7682622	Telephone System
30/09/2025	Mayors Charity Account	BACS	10.00	1149610137	Bank Charges

Total Payments	71,615.59
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List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/09/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	25,000.00		Internal Trannsfer
23/09/2025	Lloyds A/c (235& 174)(Bus Ext)	736 - 235	50,000.00		Internal Transfer
Total Payments			75,000.00		

Date: 14/10/2025

Ledbury Town Council Current Year

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Time: 11:23

Petty Cash

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2025	Ledbury Local	PCASH	1.99	Petty Cash	Housekeeping
Total Payments			<u>1.99</u>		

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			12,964.51	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			19,974.27	
202	Premier A/c (736) Comm Call			491,642.84	
203	Public Sector Deposit Fund			174,630.61	
215	Petty Cash			69.39	
310	General Fund				195,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				17,696.05
336	EMR - Community Projects				15,701.35
339	EMR - Vehicle Replacement/Ref				5,000.00
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		22.40
1036	Photocopier Printing	235	Office Facilities & Equipment		18.80
1090	Charter Market Income	301	Planning/Economic Development		3,010.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		2,662.54
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		915.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,058.34
1273	Event Income	127	Services and Events		330.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		2,670.55
1451	Painted Room Donations Income	105	Painted Room		4,288.65
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	120	Non-Statutory Services		3,296.00
1460	Ceremony Room Income	127	Services and Events		52.50
1471	Dog Poop Bags	127	Services and Events		85.10
1710	Lengthsman (basic) Income	301	Planning/Economic Development		1,120.00
1870	Bank Interest Received Income	220	Finance and General Purposes		5,189.54
1900	Precept Income	220	Finance and General Purposes		734,622.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	103	Grounds Maintenance	20,825.01	
4000	Staff Salaries	105	Painted Room	22,484.49	
4000	Staff Salaries	109	Masefield Matters	38,840.89	
4000	Staff Salaries	230	Management and Payroll	167,693.33	
4001	Agency Cover	102	Cemetery & Buildings	5,170.00	
4001	Agency Cover	230	Management and Payroll	3,623.20	
4004	Wedding Decorations	120	Non-Statutory Services	119.33	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,120.00	
4020	Cleaning	120	Non-Statutory Services	300.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4021	Rubbish Collection	202	Town Council Offices	242.98	
4050	Staff Training	230	Management and Payroll	2,426.97	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	188.90	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,076.44	
4110	Rates	102	Cemetery & Buildings	1,571.52	
4110	Rates	201	Market House	390.11	
4110	Rates	202	Town Council Offices	4,567.33	
4115	Water	102	Cemetery & Buildings	37.95	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	46.10	
4115	Water	202	Town Council Offices	448.11	
4116	Confidential Waste - Shredding	202	Town Council Offices	734.21	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	184.69	
4122	Electricity	106	Bye Street Toilets	342.48	
4122	Electricity	108	Amenity Areas	190.01	
4122	Electricity	115	Town Centre Decorations	1,827.80	
4122	Electricity	201	Market House	269.38	
4122	Electricity	202	Town Council Offices	5,859.59	
4130	Insurance	220	Finance and General Purposes	644.97	
4150	Cleaning	102	Cemetery & Buildings	4.78	
4150	Cleaning	202	Town Council Offices	1,420.00	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	272.77	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	102	Cemetery & Buildings	10.83	
4170	Maintenance	106	Bye Street Toilets	8.30	
4170	Maintenance	202	Town Council Offices	307.90	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,836.15	
4185	Alarms	202	Town Council Offices	1,971.20	
4200	New Equipment	102	Cemetery & Buildings	6.66	
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,466.64	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	4,580.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,695.36	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	169.14	
4225	Skip Hire	102	Cemetery & Buildings	460.00	
4228	General Tree works	108	Amenity Areas	4,345.00	
4235	Play Equipment-New	110	Recreation Ground	8,253.07	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4236	Play Equipment Maintenance	110	Recreation Ground	1,370.14	
4250	Tree Works/Property Maintenance	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenance	102	Cemetery & Buildings	925.00	
4252	General Park Maintenance	108	Amenity Areas	208.32	
4271	Dog Bags	127	Services and Events	469.20	
4276	External power supply -High St	118	Minor Infrastructure	575.25	
4300	Vehicle Repair	102	Cemetery & Buildings	44.00	
4330	Fuel	102	Cemetery & Buildings	290.60	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	225	Councillors/Newsletter	148.50	
4400	Stationery	235	Office Facilities & Equipment	1,358.49	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,830.03	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,009.23	
4416	Equipment Maintenance	102	Cemetery & Buildings	227.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4420	Newsletter	225	Councillors/Newsletter	393.33	
4430	Advertising	105	Painted Room	144.00	
4430	Advertising	109	Masefield Matters	358.45	
4430	Advertising	220	Finance and General Purposes	324.54	
4433	Card Machine rental	105	Painted Room	229.09	
4433	Card Machine rental	220	Finance and General Purposes	259.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	233.08	
4460	Subscriptions	220	Finance and General Purposes	1,756.07	
4481	Telephones	401	Full Council	2,950.09	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	1,873.41	
4483	ICT Services & Software Lease	401	Full Council	7,749.19	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	11.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,378.03	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	260.41	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	4,815.24	
4592	PPE/Health & Safety	102	Cemetery & Buildings	120.00	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4592	PPE/Health & Safety	220	Finance and General Purposes	57.39	
4595	Climate Change	127	Services and Events	1,930.00	
4605	Events Barriers	127	Services and Events	100.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4607	Events	109	Masefield Matters	24.99	
4607	Events	127	Services and Events	1,512.24	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	4,858.30	
4700	Stock Purchase	105	Painted Room	709.48	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,889.13	
4705	Signage	107	Town Promotion	283.75	
4800	Barrett Browning Clock	214	Grants with Powers	532.40	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4890	Unspecified Grants	214	Grants with Powers	5,052.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4903	Professional Fees	109	Masefield Matters		872.00
4906	Event Costs	109	Masefield Matters	2,914.24	
4907	Equipment and Materials	109	Masefield Matters	1,526.09	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings	4,000.00	
6000	Transfers from EMR	108	Amenity Areas		2,195.00
6000	Transfers from EMR	115	Town Centre Decorations		3,578.00
6000	Transfers from EMR	202	Town Council Offices		4,112.62
Trial Balance Totals :				1,133,520.66	1,133,520.66
Difference				0.00	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	85	169	250	81		81	67.7%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	85	7,019	3,750	(3,269)	0	(3,269)	187.2%	6,850
Net Expenditure	(85)	(7,019)	(3,750)	3,269				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve	(85)	(169)	(3,750)	(3,581)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	633	2,663	11,000	8,337			24.2%	
1130 Cemetery Memorial Permit Incom	47	916	2,500	1,585			36.6%	
1131 Cemetery Deed Transfers Income	0	68	360	292			18.9%	
1160 Mortuary Rent Income	196	1,058	2,500	1,442			42.3%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	876	4,704	16,510	11,806			28.5%	0
4000 Staff Salaries	0	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	0	5,170	12,000	6,830		6,830	43.1%	
4110 Rates	314	1,572	3,350	1,778		1,778	46.9%	
4115 Water	0	38	100	62		62	38.0%	
4122 Electricity	33	185	1,000	815		815	18.5%	
4150 Cleaning	5	5	100	95		95	4.8%	
4170 Maintenance	0	11	0	(11)		(11)	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	0	0	100	100		100	0.0%	
4200 New Equipment	0	7	1,100	1,093		1,093	0.6%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	3,695	2,200	(1,495)		(1,495)	168.0%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	460	1,800	1,340		1,340	25.6%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	925	2,500	1,575		1,575	37.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	0	44	1,000	956		956	4.4%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	(5,000)
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	0	2,000	2,000		2,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 Fuel	57	291	1,100	809		809	26.4%	
4340 Insurance, Tax & MOT	0	400	1,100	700		700	36.4%	
4416 Equipment Maintenance	34	227	2,000	1,773		1,773	11.3%	
4592 PPE/Health & Safety	0	120	500	380		380	24.0%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	443	13,148	79,897	66,749	0	66,749	16.5%	(4,000)
Net Income over Expenditure	433	(8,444)	(63,387)	(54,943)				
6000 plus Transfers from EMR	0	(4,000)	0	4,000				
Movement to/(from) Gen Reserve	433	(12,444)	(63,387)	(50,943)				
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	3,636	20,825	35,057	14,232		14,232	59.4%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	3,636	20,830	35,057	14,227	0	14,227	59.4%	0
Net Expenditure	(3,636)	(20,830)	(35,057)	(14,227)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	530	2,671	2,000	(671)			133.5%	
1451 Painted Room Donations Income	1,209	4,289	5,000	711			85.8%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	1,739	15,959	7,000	(8,959)			228.0%	0
4000 Staff Salaries	4,680	22,484	25,711	3,227		3,227	87.5%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4430 Advertising	144	144	800	656		656	18.0%	
4433 Card Machine rental	43	229	600	371		371	38.2%	
4434 Music Licence	0	0	500	500		500	0.0%	
4700 Stock Purchase	19	709	1,550	841		841	45.8%	
Painted Room :- Indirect Expenditure	4,885	23,583	29,161	5,578	0	5,578	80.9%	0
Net Income over Expenditure	(3,146)	(7,624)	(22,161)	(14,537)				
<u>106 Bye Street Toilets</u>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	66	342	500	158		158	68.5%	
4155 Housekeeping	0	0	500	500		500	0.0%	
4170 Maintenance	0	8	500	492		492	1.7%	
4205 Grounds Maintenance (Contract)	0	337	0	(337)		(337)	0.0%	
Bye Street Toilets :- Indirect Expenditure	66	696	1,500	804	0	804	46.4%	0
Net Expenditure	(66)	(696)	(1,500)	(804)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Town Promotion								
4703 Promotional Material	0	450	2,000	1,550		1,550	22.5%	
4704 Tourism/ Town Plan Projects	0	4,889	5,000	111		111	97.8%	
4705 Signage	284	284	3,000	2,716		2,716	9.5%	
Town Promotion :- Indirect Expenditure	284	5,623	10,000	4,377	0	4,377	56.2%	0
Net Expenditure	(284)	(5,623)	(10,000)	(4,377)				
108 Amenity Areas								
4122 Electricity	0	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	2,467	4,540	2,073		2,073	54.3%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4252 General Park Maintenance	52	208	1,000	792		792	20.8%	
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	389	7,317	10,740	3,423	0	3,423	68.1%	2,195
Net Expenditure	(389)	(7,317)	(10,740)	(3,423)				
6000 plus Transfers from EMR	0	2,195	0	(2,195)				
Movement to/(from) Gen Reserve	(389)	(5,122)	(10,740)	(5,618)				
109 Maselfield Matters								
1020 National Heritage Funding	0	0	111,110	111,110			0.0%	
Maselfield Matters :- Income	0	0	111,110	111,110			0.0%	0
4000 Staff Salaries	6,489	38,841	108,850	70,009		70,009	35.7%	
4050 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4051 Officers Travel/Conference/Sub	0	189	5,240	5,051		5,051	3.6%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	231	358	9,500	9,142		9,142	3.8%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	0	200	20,561	20,361		20,361	1.0%	
4607 Events	25	25	0	(25)		(25)	0.0%	
4903 Professional Fees	0	(872)	8,800	9,672		9,672	(9.9%)	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	260	2,914	17,950	15,036		15,036	16.2%	
4907 Equipment and Materials	27	1,526	9,680	8,154		8,154	15.8%	
Maselfield Matters :- Indirect Expenditure	7,031	43,183	191,281	148,098	0	148,098	22.6%	0
Net Income over Expenditure	(7,031)	(43,183)	(80,171)	(36,988)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Recreation Ground</u>								
4205 Grounds Maintenance (Contract)	1,120	4,580	10,000	5,420		5,420	45.8%	
4224 Wheely Bins Refuse Collection	0	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	7,279	8,253	10,000	1,747		1,747	82.5%	
4236 Play Equipment Maintenance	100	1,370	5,000	3,630		3,630	27.4%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	0	300	300		300	0.0%	
Recreation Ground :- Indirect Expenditure	8,499	14,203	26,530	12,327	0	12,327	53.5%	0
Net Expenditure	(8,499)	(14,203)	(26,530)	(12,327)				
<u>115 Town Centre Decorations</u>								
1270 Christmas Lights Event	0	0	2,500	2,500			0.0%	
Town Centre Decorations :- Income	0	0	2,500	2,500			0.0%	0
4122 Electricity	1,828	1,828	1,000	(828)		(828)	182.8%	
4640 Christmas Lights & Install	0	6,000	15,000	9,000		9,000	40.0%	
4650 Ledbury In Bloom	1,760	4,858	4,000	(858)		(858)	121.5%	3,578
Town Centre Decorations :- Indirect Expenditure	3,588	12,686	20,000	7,314	0	7,314	63.4%	3,578
Net Income over Expenditure	(3,588)	(12,686)	(17,500)	(4,814)				
6000 plus Transfers from EMR	858	3,578	0	(3,578)				
Movement to/(from) Gen Reserve	(2,730)	(9,108)	(17,500)	(8,392)				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	1,667	1,667	0			100.0%	
Minor Infrastructure :- Income	278	1,667	1,667	0			100.0%	0
4176 CCTV Link to Hereford	2,198	4,836	12,000	7,164		7,164	40.3%	
4276 External power supply -High St	0	575	1,000	425		425	57.5%	
4285 Defibrillator Maintenance	0	0	750	750		750	0.0%	
Minor Infrastructure :- Indirect Expenditure	2,198	5,411	13,750	8,339	0	8,339	39.4%	0
Net Income over Expenditure	(1,920)	(3,745)	(12,083)	(8,338)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	89	3,296	4,000	704			82.4%	
Non-Statutory Services :- Income	89	3,296	4,000	704			82.4%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4004 Wedding Decorations	0	119	250	131		131	47.7%	
4020 Cleaning	0	300	300	0		0	100.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	419	1,050	631	0	631	39.9%	0
Net Income over Expenditure	89	2,877	2,950	73				
<u>125 Green Spaces Maintenance</u>								
1710 Lengthsman (basic) Income	(1,120)	0	0	0			0.0%	
Green Spaces Maintenance :- Income	(1,120)	0	0	0				0
4013 Devolved Services	0	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	0	1,120	3,000	1,880		1,880	37.3%	
Green Spaces Maintenance :- Indirect Expenditure	0	1,172	4,000	2,828	0	2,828	29.3%	0
Net Income over Expenditure	(1,120)	(1,172)	(4,000)	(2,828)				
<u>127 Services and Events</u>								
1273 Event Income	0	330	0	(330)			0.0%	
1460 Ceremony Room Income	0	53	0	(53)			0.0%	
1471 Dog Poop Bags	0	85	500	415			17.0%	
Services and Events :- Income	0	468	500	32			93.5%	0
4271 Dog Bags	469	469	700	231		231	67.0%	
4595 Climate Change	0	1,930	2,000	70		70	96.5%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	100	100	0		0	100.0%	
4607 Events	512	1,512	12,000	10,488		10,488	12.6%	
4850 Poppy Wreath	0	0	40	40		40	0.0%	
Services and Events :- Indirect Expenditure	982	4,011	15,840	11,829	0	11,829	25.3%	0
Net Income over Expenditure	(982)	(3,544)	(15,340)	(11,796)				
<u>201 Market House</u>								
1030 Market House Income	0	240	1,100	860			21.8%	
Market House :- Income	0	240	1,100	860			21.8%	0
4110 Rates	79	390	1,900	1,510		1,510	20.5%	
4115 Water	9	46	100	54		54	46.1%	
4122 Electricity	(523)	269	1,000	731		731	26.9%	
4150 Cleaning	0	0	100	100		100	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	(435)	706	8,100	7,394	0	7,394	8.7%	0
Net Income over Expenditure	435	(466)	(7,000)	(6,534)				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	121	243	1,000	757		757	24.3%	
4110 Rates	697	4,567	7,500	2,933		2,933	60.9%	
4115 Water	64	448	630	182		182	71.1%	
4116 Confidential Waste - Shredding	90	734	780	46		46	94.1%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	249	5,860	15,500	9,640		9,640	37.8%	
4150 Cleaning	301	1,420	2,500	1,080		1,080	56.8%	
4155 Housekeeping	58	273	500	227		227	54.6%	
4170 Maintenance	89	308	5,000	4,692		4,692	6.2%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	359	1,971	4,620	2,649		2,649	42.7%	
4416 Equipment Maintenance	0	99	0	(99)		(99)	0.0%	
4433 Card Machine rental	(35)	0	0	0		0	0.0%	
Town Council Offices :- Indirect Expenditure	1,995	20,036	40,030	19,994	0	19,994	50.1%	4,113
Net Expenditure	(1,995)	(20,036)	(40,030)	(19,994)				
6000 plus Transfers from EMR	0	4,113	0	(4,113)				
Movement to/(from) Gen Reserve	(1,995)	(15,923)	(40,030)	(24,107)				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	10	12	1,100	1,088		1,088	1.1%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	20	50	30		30	40.0%	
4532 Flag Pole	0	0	200	200		200	0.0%	
4535 Civic Hospitality	0	1,378	2,042	664		664	67.5%	
Civic Matters :- Indirect Expenditure	10	1,410	3,792	2,382	0	2,382	37.2%	0
Net Expenditure	(10)	(1,410)	(3,792)	(2,382)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,500	2,500			0.0%	
Grants with Powers :- Income	0	0	2,500	2,500			0.0%	0
4800 Barrett Browning Clock	361	532	500	(32)		(32)	106.5%	
4805 Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	250	250	0		0	100.0%	
4876 October Fair Expenditure	0	0	500	500		500	0.0%	
4890 Unspecified Grants	0	5,052	20,000	14,948		14,948	25.3%	
4891 Age Uk Hereford Localities	0	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	0	1,500	1,350	(150)		(150)	111.1%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	0	0	8,000	8,000		8,000	0.0%	
Grants with Powers :- Indirect Expenditure	361	38,274	70,540	32,266	0	32,266	54.3%	0
Net Income over Expenditure	(361)	(38,274)	(68,040)	(29,766)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	751	5,190	6,000	810			86.5%	
1900 Precept Income	367,311	734,622	734,622	0			100.0%	
1902 Western Power WayLeave	0	6	126	120			4.7%	
Finance and General Purposes :- Income	368,062	739,817	740,748	931			99.9%	0
4130 Insurance	0	645	20,000	19,355		19,355	3.2%	
4430 Advertising	325	325	1,000	675		675	32.5%	
4433 Card Machine rental	119	259	600	341		341	43.2%	
4460 Subscriptions	635	1,756	5,000	3,244		3,244	35.1%	
4550 Bank Charges	67	260	500	240		240	52.1%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,500	2,500		2,500	0.0%	
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	605	4,815	15,000	10,185		10,185	32.1%	
4592 PPE/Health & Safety	57	57	500	443		443	11.5%	
Finance and General Purposes :- Indirect Expenditure	3,488	9,798	48,600	38,802	0	38,802	20.2%	0
Net Income over Expenditure	364,574	730,020	692,148	(37,872)				
<u>225 Councillors/Newsletter</u>								
4400 Stationery	149	149	0	(149)		(149)	0.0%	
4420 Newsletter	393	393	500	107		107	78.7%	
4500 Town Mayors Expenses	0	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4520 Councillors Expenses	0	0	300	300		300	0.0%	
4525 Councillors Training	0	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
Councillors/Newsletter :- Indirect Expenditure	542	1,466	4,800	3,334	0	3,334	30.5%	0
Net Expenditure	(542)	(1,466)	(4,800)	(3,334)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	27,028	167,693	299,480	131,787		131,787	56.0%	
4001 Agency Cover	0	3,623	8,000	4,377		4,377	45.3%	
4050 Staff Training	43	2,427	6,000	3,573		3,573	40.4%	
4051 Officers Travel/Conference/Sub	0	1,076	1,500	424		424	71.8%	
Management and Payroll :- Indirect Expenditure	27,070	174,820	314,980	140,160	0	140,160	55.5%	0
Net Expenditure	(27,070)	(174,820)	(314,980)	(140,160)				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	0	19	0	(19)			0.0%	
Office Facilities & Equipment :- Income	0	19	0	(19)				0
4155 Housekeeping	0	3	0	(3)		(3)	0.0%	
4170 Maintenance	0	22	1,650	1,628		1,628	1.3%	
4400 Stationery	280	1,358	4,000	2,642		2,642	34.0%	
4405 Photocopier Hire	30	1,830	3,500	1,670		1,670	52.3%	
4415 Office Support & Equipment	3,345	4,009	2,500	(1,509)		(1,509)	160.4%	
Office Facilities & Equipment :- Indirect Expenditure	3,656	7,222	11,650	4,428	0	4,428	62.0%	0
Net Income over Expenditure	(3,656)	(7,204)	(11,650)	(4,446)				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	2	22	200	178			11.2%	
1090 Charter Market Income	1,264	3,010	6,000	2,990			50.2%	
1710 Lengthsman (basic) Income	1,120	1,120	3,000	1,880			37.3%	
Planning/Economic Development :- Income	2,386	4,152	9,200	5,048			45.1%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	0	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	0	1,800	11,500	9,700	0	9,700	15.7%	0
Net Income over Expenditure	2,386	2,352	(2,300)	(4,652)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Full Council</u>								
4455 Postage	0	233	400	167		167	58.3%	
4481 Telephones	548	2,950	6,000	3,050		3,050	49.2%	
4482 Website	103	1,873	4,000	2,127		2,127	46.8%	
4483 ICT Services & Software Lease	(1,754)	7,749	11,000	3,251		3,251	70.4%	
Full Council :- Indirect Expenditure	(1,103)	12,806	21,400	8,594	0	8,594	59.8%	0
Net Expenditure	1,103	(12,806)	(21,400)	(8,594)				
Grand Totals:- Income	372,310	770,323	896,835	126,512			85.9%	
Expenditure	67,669	427,639	977,948	550,309	0	550,309	43.7%	
Net Income over Expenditure	304,641	342,683	(81,113)	(423,796)				
plus Transfers from EMR	858	12,736	0	(12,736)				
Movement to/(from) Gen Reserve	305,499	355,419	(81,113)	(436,532)				

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
120	Vat Due	12,965	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	19,974	
202	Premier A/c (736) Comm Call	491,643	
203	Public Sector Deposit Fund	174,631	
215	Petty Cash	69	
	Total Current Assets		701,009
	<u>Represented by :-</u>		
300	Current Year Fund	342,683	
310	General Fund	208,073	
324	EMR - Listed Buildings	106,856	
331	EMR - Advertising	5,000	
335	EMR - Amenity & Public Spaces	17,696	
336	EMR - Community Projects	15,701	
339	EMR - Vehicle Replacement/Ref	5,000	
	Total Equity		701,009

FULL COUNCIL	23 OCTOBER 2025	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

GRANT APPLICATION

Purpose of Report

The purpose of this report is to received further information and updates from Ledbury Places in respect of their grant application for funds to enable the supply and fitting of a hearing loop in the Heritage Centre.

Detailed Information

Members will recall that at the meeting of Council held on 23 October 2025 they were asked to give consideration to a recommendation from the Grants Working Party to support the grant application received from Ledbury Places in the sum of £1,705.00 as per the recommendation below.

“That Council award a grant towards the cost of the Hearing Loop, subject to receipt of a breakdown of the cost of installation of a hearing loop – Local Government Act 1972, 144 Power to encourage Tourism to the Council’s area or contribute to organisations encouraging tourism.”

At the meeting held on 2 October 2025 Members RESOLVED:

“That Ledbury Places be asked to provide two further quotes in respect of the Hearing Loop and be invited to attend the meeting of Council on 23 September 2025 to provide clarification on their request for grant funding.”

Following the meeting the Clerk contacted Al Braitwait of Ledbury Places to request two further quotes and to invite Ledbury Places to the meeting on 23 October.

At the time of writing this report the Clerk had been advised that the quotes were available and that they would be happy to attend the meeting and provide any additional information where possible. The quotes will be provided to Members once received.

Recommendation

That Members give consideration to any further relevant information provided by Ledbury Places by way of two additional quotes and their attendance at the meeting and decide whether to support the grant application from Ledbury Places, albeit only the Hearing Loop element of the original application.

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Alison Braithwaite	
Position:	Trustee	
Organisation:	Ledbury Places	
Contact Address:	Kilbury House, Westhill, Ledbury, HR8 1JF	
Telephone Number:	07904471418	
E-mail:		
Status of Organisation: (delete as appropriate)	Charity/Company limited by guarantee Other (specify):	
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. – BBI, Burgage Hall and The Old Grammar School – housing the Heritage Centre and the Upper Floor.	

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:	Improving our profile and offer at The Old Grammar School and Heritage Centre
Project duration (mm/yy):	Start: September 2025 End: December 2025
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)	Residents, businesses and visitors alike to The Old Grammar School will benefit from the improvements this grant is seeking funding for. 1. Located at the top of the iconic Church Lane, draws many visitors, however it is evident than many people look up the lane and don't realise that we are there and open. To address this, we are proposing to buy Teardrop/Feather style flag to locate outside the upper door. This will draw more people up the lane, improving our accessibility and profile in the town. 2. The Upper Floor of The Old Grammar School is used for talks and meetings by local businesses, groups and for exhibitions. Though the acoustics are good, we currently have no hearing loop, and it is therefore restricting for some people. To improve this situation, we are proposing to install a hearing loop, making the facilities more accessible for people. 3. The Heritage Centre receives over 14,000 visitors per year including 1,000 children. Providing fun quizzes for the children allows them to explore the Heritage Centre learning different facts. The Lamb quiz is particularly enjoyable for children of a younger age. Our last print run was in 2022, and we now need to update and reprint the quiz sheets.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	Having a Teardrop/feather style flag, would draw attention to the top of the lane, potentially increasing the footfall in the lane for all organisations, including Butcher's Row, Weavers Gallery, ourselves and the Church. It is apparent when the Weavers Gallery has a flag flying there is increased activity in the lane. The flag would only be outside our building when the building was

	open and not a permanent feature. Ledbury Places would also take the flag to any events in the town and surrounding area. There is evidence that attendance at some talks is reduced due to lack of a hearing loop. It will also help us to respond to an accessibility issue. The Lamb quiz is one of the most popular activities for families with children visiting the Heritage Centre. It engages the children in looking around at the history of the building and the exhibitions on display.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Friends of the Weaver's Gallery are most supportive of Ledbury Places having a flag which they think will draw attention to the lane, improving footfall for all the attractions in the lane. A hearing loop is vital to those with a hearing impairment. It is something that, as owners of a historic building, where improving accessibility is challenging and costly, this investment will demonstrate we are progressing improvements where we can. We would also hope to see an increase in attendance at talks etc as word spreads that a hearing loop is in place.
How will the project be managed and how will you measure its success?	The 3 elements of this project will be managed by the volunteer trustees.
Please give key milestones for your project, including approximate dates.	1. Obtain design and costed options for Flag. Create and make. – October 2025. 2. Hearing Loop purchased and installed – October/November 2025. 3. Update & print Lamb Quiz – September 25.
How will your organisation acknowledge the Town Council's funding support?	It will be possible to add the Council's logo to the Flag, and to the print run of Lamb Quiz.
Do you work with other Ledbury groups or would you be open to doing so in future?	We already work with several Ledbury Groups but are always happy to consider working with others.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£2,440
Amount requested from Ledbury Town Council.	£2,440
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	2023 - £500 (Children's Play clothes rack) 2024 – 2,400 (Watercourse Improvements/Indenture framing)

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	n/a	

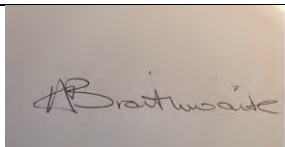
5. Declaration by the applicant

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):	A Braithwaite
Date:	19/8/25

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



Title of report: Play Area Investment

Decision maker: Cabinet Member for Local Engagement and Community Resilience

Report by: Corporate Director – Economy & Environment

Classification

Open

Decision type

Key

This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.

This is a key decision because it is likely to be significant having regard to: the strategic nature of the decision; and / or whether the outcome will have an impact, for better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality (two or more wards) affected.

Wards affected

All Wards

Purpose

The purpose of this report is to agree the draw down and approach to spending £1 million on capital investment in Herefordshire's play areas in financial years 2025/26 and 2026/27.

Recommendation(s)

That:

- a) **Approval is given to draw down and spend the £1 million capital budget for play area investment in 2025/26 and 2026/27; and**
- b) **Delegated authority is given to the Corporate Director of Economy and Environment to take all operational decisions over the lifetime of the project, to deliver the investment set out in recommendation (a).**

Alternative options

1. That this additional investment is not made and the Council continues to maintain Herefordshire's Play Areas in accordance with sound asset management practices but wholly within the maintenance allocations and funding made available by the Council.

Key considerations

1. Play areas are important for children's development, fostering physical, social, cognitive, and emotional growth. They provide spaces for exercise, social interaction, and imaginative play, helping children develop motor skills, build friendships, and learn problem-solving techniques and abilities. Herefordshire Council would like to see play areas improved to allow all children to use them, including those with special educational needs and disabilities.
2. Herefordshire Council is responsible for 64 play areas throughout the county. Several of these play areas require improvements, for example replacing old or failing play equipment and more general improvements for example improving the ground/surface to ensure the play areas are accessible and safe.
3. A capital fund of £1m has been made available from the Council's capital programme to be spent on play areas during the financial years 2025/26 and 2026/27. This is a one-off funding provision.
4. As of mid-2023, the estimated population of Herefordshire was 189,900. In Herefordshire, there are approximately 33,800 young people under the age of 18. Therefore, the number of people who would be able to benefit from this investment is significant.
5. The investment provides an opportunity for several of Herefordshire's play areas to be improved and play equipment brought back into operation. In order to ensure that the investment gets maximum, long term benefit, the Council is seeking to work with City, Town and Parish Councils to offer for the playgrounds to be asset transferred to local Councils alongside the capital investment, so that the local Council would be able to entirely manage and deliver the capital spend as well as have control over the long term future of the play area.
6. Herefordshire Council will engage with City, Town and Parish Councils to identify which wish to take advantage of this capital funding and enter an asset transfer process. Once this engagement has identified interested local Councils, officers will allocate the capital funds and commence the asset transfer process. This will enable the local Councils to begin a procurement exercise to identify their preferred supplier to design and build the play area. Officers will oversee the transfer of money and final allocations on completion of the procurement process and asset transfer process. Investment will be contingent on the asset transfer process being formally agreed.
7. Should the requests for investment (which meet the asset transfer criteria) total more than the available budget, officers and members will agree and undertake a prioritisation process to allocate the investment.

Community impact

8. The £1 million additional budget allocated for Play Area Capital Investment contributes to the Council Plan 2024-2028 ambitions, by giving all children the best start to their life and by enhancing our environment and ensure that Herefordshire is a great place to live.

Environmental Impact

9. The investment seeks to deliver the council's environmental policy commitments and aligns to the following success measures in the Council Plan 2024-2028.
 - a) Ensure that residents can live healthy lives within their communities.
 - b) Value nature and uphold environmental standards.

- c) Tackle inequality and facilitate social mobility by focusing on early intervention and prevention activities that enable people to live independent and fulfilling lives.
10. Herefordshire Council provides and purchases a wide range of services for the people of Herefordshire. Together with partner organisations in the private, public and voluntary sectors we share a strong commitment to improving our environmental sustainability, achieving carbon neutrality and to protect and enhance Herefordshire's outstanding natural environment.
11. The environmental impact of this proposal has been considered through the service specification and includes appropriate requirements on the contractor/delivery partner to minimise waste, reduce energy and carbon emissions.

Equality duty

12. 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 persons who do not share it.
13. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regard to equality legislation.
14. The play area capital investment will set out some clear principles with partners and contractors regarding making them accessible for all children, irrespective of their age and disability, this will include officers working with City, Town and Parish Councils to ensure accessible equipment is installed wherever possible. Plans and drawings will pay due regard to providing play equipment that is suitable for disabled and SEND children wherever possible. As a result, the play areas that are identified for investment and the subsequent works undertaken will be considered to have a positive impact on the protected characteristics of age and disability. The investment set out in this report is considered to have a neutral impact on the other protected characteristics.

Resource implications

15. The £1 million additional budget allocated for play area capital investment will involve play area improvements in several play areas across Herefordshire. Herefordshire Council officers will engage City, Town and Parish Councils in consultation following approval to establish a list of play areas the City, Town or Parish Council would like to improve and take responsibility for, through an asset transfer process.

16. Following the consultation process with City, Town and Parish Councils concluding, officers, in consultation with the Cabinet Member and Corporate Director, will review the consultation responses and begin to identify key sites for improvement throughout the county and clarify with the respective City, Town and Parish Councils that they are willing to take responsibility for the play area following an asset transfer process, which is deemed critical to this project. Following this review, written commitment will be gained from the City, Town or Parish Councils regarding the asset transfer process, with the assistance of Legal, and officers will allocate the appropriate levels of funding to the relevant City, Town and Parish Councils. This will enable local Councils to engage in conversations with suppliers, design the play areas they know is right for their residents and children and commence the work they wish to undertake in the play areas in their respective areas. The City, Town and Parish Councils will be responsible for ensuring their chosen contractor/supplier is paid upon completion of the works. Upon completion of the works, the City, Town or Parish Council will enter an asset transfer process.
17. The project will be managed by the service area.
18. Unique project codes will be allocated so that progress can be monitored and reviewed to enable reporting to relevant capital programme boards.
19. There are no implications to revenue funding as any future maintenance of the improved Play Areas will become the responsibility of the relevant City, Town or Parish Council following an asset transfer of the play area to them.
20. Project Management and Legal support may need to be called upon to assist with this project, particularly in relation to the asset transfer process. Therefore, £50,000 during this financial year and the next will be earmarked from this capital funding for this purpose as a contingency fund.

Capital cost of project	2025/26	2026/27	Future Years	Total
	£000	£000	£000	£000
Play Areas Capital Investment	500	500	0	1,000
TOTAL	500	500	0	1,000

Funding streams	2025/26	2026/27	Future Years	Total
	£000	£000	£000	£000
Corporate Funded	500	500	0	1,000
TOTAL	500	500	0	1,000

Legal implications

21. The delegation to the Corporate Director of Economy and Environment is permissible and allows the officer to make changes to the actual services delivered within the budget.

Risk management

22. The £1 million additional budget allocated for play areas capital investment will enable a reduction in the number of defects identified in play areas across Herefordshire.
23. Any risks will be managed at service level and escalated in accordance with the Risk Management Plan.
24. Risk / Opportunities:

Risk / opportunity	Mitigation
Demand / deterioration on Play Areas in Herefordshire is deemed significant and the budget is not sufficient.	Review within the overall annual and forward programme and deliver in line with the Council's priorities.
Environmental issues / constraints restrict project delivery in year.	Review and reprofile as required.
Deliverability due to rising costs and available resources.	Effective contract management processes will provide early warnings of such implications.
No City, Town or Parish Councils are prepared to take responsibility for play areas.	Ensure City, Town and Parish Councils are aware of the opportunity through effective consultation and support from officers.
Project management and legal resources are found to be required to support the delivery of this project.	As mentioned in this report at 20. a contingency has been put in place.

Consultees

25. As part of the revised consultation process for key decisions, a Political Group Consultation (PGC) was undertaken on 29th July 2025 with officers outlining the content of the report. In summary the proposal was largely accepted and welcomed, and comments were made regarding the need for more capital funding to be available to go further and include more play areas. Various matters were discussed, including:

- i. What maintenance funding sits annually in the Public Realm Contract for the ongoing maintenance and Health and Safety obligations that the council has for its 64 playgrounds, it was mentioned that the current budget for maintenance is insufficient.
- ii. How we ensure play areas in areas of deprivation are catered for.
- iii. Ensuring the capital money is provided upfront to allow City, Town and Parish Councils to see the works delivered, before the asset transfer process commences.
- iv. The requirement for other officers to be consulted, including those from Public Health to ensure a more strategic approach.
- v. This not being seen as a one-off programme. Rather, some members expressed that they would like to propose that this be a rolling programme over the next 5 years. Thereby giving smaller parishes, the time to get their heads around the possibility, and for the Council to allocate further funds to the initiative.
- vi. It was mentioned that £500,000 each year will not go far in facilitating asset transfer if the necessary investment could be of the order of £100k to bring a substantial playground up to a good standard of condition.

Appendices

None.

Background papers

None.

FULL COUNCIL	23 OCTOBER 2025	AGENDA ITEM: 15
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HEREFORDSHIRE COUNCIL: PLAY AREA INVESTMENT

Purpose of Report

The purpose of this report is to ask Members to consider a Herefordshire Council report, Play Area Investment, and discuss whether Ledbury Town Council would wish to take advantage of capital funding being made available to be spent on play areas during the 2025/26 and 2026/27 financial years and enter into an asset transfer process in respect of play areas in Ledbury currently owned and managed by Herefordshire Council.

Detailed Information

On 3 October 2025 a decision was taken to draw down and spend the £1 million capital budget for play area investment around Hereford in 2025/26 and 2026/27.

As part of this process it was agreed that Herefordshire Council will engage with City, Town and Parish Councils to identify which wish to take advantage of this capital funding and enter an asset transfer process. Once this engagement has identified interested local Councils, officers will allocate the capital funds and commence the asset transfer process. This will enable the local Councils to begin a procurement exercise to identify their preferred supplier to design and build the play area. Herefordshire Council officers will oversee the transfer of money and final allocations on completion of the procurement process and asset transfer process. Investment will be contingent on the asset transfer being formally agreed. More information in respect of this decision can be found in the attached document.

The Clerk has contacted Spencer Grogan, Herefordshire Council Parks and Open Spaces, to request a list of all the play areas in Ledbury that are currently owned and managed by them in Ledbury and this will be provided to Members as soon as it is received.

Equality Duty

As stated in agenda item 4 - 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.

Should Ledbury Town Council resolve to enter into discussions with Herefordshire Council about potential asset transfers of any of the play areas in Ledbury Herefordshire Council have stated that they will work with the Town Council to ensure accessible equipment is installed wherever possible and that plans and drawings will pay due regard to providing play equipment that is suitable for disabled and SEND children wherever possible. As a result of this the play areas that are identified for asset transfer and investment and the subsequent works undertaken will be considered to have a positive impact on the protected characteristics of age and disability.

Recommendation

Members are requested to give consideration to the attached information and consider whether they wish to engage with Herefordshire officers in respect of potential asset transfers of play areas within Ledbury, noting that there is potential funding available from Herefordshire Council for investment for these play areas.

Written statement of a key decision
Cabinet member local engagement and community resilience

Title	Play Area Investment
Decision maker	Cabinet member local engagement and community resilience Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251
Date of decision	3 October 2025
Report exemption class	Open
Reason for being a key decision	This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant. This is a key decision because it is likely to be significant having regard to: the strategic nature of the decision; and / or whether the outcome will have an impact, for better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality (two or more wards) affected.
A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
General exception or special urgency (as defined in the constitution)	No
Purpose	The purpose of this report is to set out how the £1 million for Play Area Investment is proposed to be spent and to seek the necessary approvals to do so.
Decision	That: a) Approval is given to draw down and spend the £1 million capital budget for play area investment in 2025/26 and 2026/27; and b) Delegated authority is given to the Corporate Director of Economy and Environment to take all operational decisions over the lifetime of the project, to deliver the

	investment set out in recommendation (a).
Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?Id=50051125
Options considered	1. That this additional investment is not made and the Council continues to maintain Herefordshire's Play Areas in accordance with sound asset management practices but wholly within the maintenance allocations and funding made available by the Council.
Declarations of interest (see ▪ below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	9 October 2025

Councillor: Councillor Dan Hurcomb	Date 3 October 2025
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- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;
- and
- in respect of any declared conflict of interest, a note of dispensation granted.

MEETING TO CONSIDER TOURISM, EVENTS AND MARKETS
Ledbury Town Council Offices
Monday 6 October 2025, 3:00pm

Present: Angela Price – Clerk
Olivia Trueman – Community Engagement Officer
Councillor Elizabeth Harvey – Chair
Councillor Malcolm Hughes – Vice Chair
Councillor Nick Morris

Apologies: Councillor David Kettle

It was noted that whilst there was no agenda for this meeting Members had been provided with a number of documents that had been considered at Full Council and TEMAP meetings.

Members considered whether there were any issues within the reports provided:

1. Report to Council 3 July 2025

- 1.1 It was noted that item H had not been completed and that the anticipated date should be amended to Spring 2026 and that the service would be operational during the 2026 season.
- 1.2 It was noted that progress was being made in terms of item G moving towards this.
- 1.3 With respect to point E it was noted that this will need to be revisited in respect of roles and responsibilities
- 1.4 It was note that TEMAP is a Working Group and not a Project Board as it had been referred to in this report.

RECOMMENDATION

That the following recommendations be referred to Full Council:

Recommendations from with the report to Council on 3 July 2025:

- a. **The Membership of TEMAP be reviewed and to potentially include those who attended the inaugural meeting.**
- b. **Terms of reference to be reviewed and considered at the next TEMAP Meeting.**

- c. **Instead of creating a new Festivals & Events Committee, recommend to Council a renaming of the Events Working Party to become Festivals & Events Committee, with a subset of Terms of Reference created by the Council.**
- d. **Local Visitor Economy Partnership (LVEP) and Hertfordshire BID will be included in membership of TEMAP.**
- e. **Staff review to ensure that the three key strands, Tourism, Markets and Events are adequately reflected through the staff review.**
- f. **TEMAP recommends to Council that roles appropriate to delivering the tourism, markets and events agenda be included in the staff review and acknowledged by the Resources Committee for delivery.**
- g. **Recommend to Council that a good location for the TIC would be the Victorian Room of Master's House. This would require negotiation and agreement between LTC and Herefordshire Council for occupation.**
- h. **Recommend to Council that the Tourism Manager be in place by Spring 2026, so that a viable business case can be presented to Council for the provision of a TIC service which would be operational during the 2026 season.**
- i. **An integrated action plan be developed covering all three elements of the report, Tourism, Events and Markets.**

- 2. That consideration be given as to which areas officers should take the lead on and where it would be appropriate to have a combined officer and Member Working Group prior to drafting proposals.

- 3. Report submitted to Council on 11 September 2025 – Agenda Item 23.1-integrated action plan – it was noted that further discussion is required around this. Members were advised that Councillor Harvey had provided the contact details of an individual who had been supporting Ross Town Council along with Herefordshire BID. She advised that investment has been made at county level and that the Council should make use of this. It is not naturally happening but it is unlikely that would happen in Ledbury as we have many independent traders. The time to buy in some more expertise is after Council have put their own stamp on this project. Generate shared ownership and understanding of what we are trying to do. We have our own town council investment in this as we own the Charter and have members of staff who have specific remits which align to aspects of this and our own events programme etc going on which needs to be brought together.

4. Market Strategy

- 4.1 It was noted that much of the content of the Market Strategy aligned with advice in Feasibility Study – the Clerk advised that the strategy provided had been created through TEMAP meetings prior to the Feasibility Study.

Councillor Hughes shared a further Market Strategy report that he had prepared some time ago.

- 4.2 It was noted that there is money in the budget for Charter Market Improvements, however, any large investment would have to be spread over a number of years, i.e. taken from reserves and then provision made in future years to pay back the reserves..
- 4.3 It was noted that items that are in the earlier stages of discussion should remain at Working Group level as work in progress which is not ready for publication and only forwarded to Committee or Council meetings once the submission has been agreed at those Working Groups. It was suggested that a standard template with this as a header and footer/watermarked would be useful, just for sight of the town council.

5. Feasibility Study – Members agreed to review the item themes provided within the Feasibility Study.

5.1 Tourism

Themes have been identified:

- Harness the positivity and enthusiasm created by this consultation.
- Work smart by thinking strategically and working together.
- Embrace and enhance the heritage offer which is a USP for several market towns - Literature and poetry connection is unique to Ledbury.
- Box of Delights. – poetry and Masefield.
- Visit Herefordshire's Brand Pillars
- Proactively promote Ledbury at home and away.
- Follow newly established look and feel for all visitor materials.
- Engage with Herefordshire County Bid on initiatives that boost strategic growth.
- Create and promote bookable experiences.

- 5.2 Councillor Harvey referred to a long term theme from the old Visit Herefordshire days of "Stay for more than a day" which allows event organisers to commit to events and understand how the audience is building prior to the event e.g. platforms like Eventbrite used even for free to attend events to understand and manage numbers.

5.3 It was suggested that the quick wins be put into context in terms of the headings as below:

5.3.1 Consider a standing wider TEMAP group recognising that there will be some organisations and stake holders are consulted with while we are thinking on matters but they are not expected to attend every meeting e.g. Hellens, Eastnor & Westons. They may be happy to provide input at a useful point in the process but would not want to attend monthly meetings. They would want their events taken into consideration and have a wider effect than just their own individual events.

5.3.2 Relaunch festivals and events committee.

5.3.3 Initiate and launch Tudor Tuesday – linked to enhancing heritage offer.

Points to consider here are:

- Is Tuesday the right day?
- Visitor numbers needs to be looked at.
- Open the painted room less often and use guides time on things elsewhere in the town so that other venues are benefited?
- Because the charter market is on a Tuesday it was previously agreed that everything would be open on Tuesday to align opening times. If people make a trip they know everything will be available.
- Would Tudor Tuesday work all year round, could it be season? E.g. from Whitsun to September.
- Church, Heritage Centre and Butchers Row House would need to be available on the Tuesday too.
- Could Tuesday market be branded as a local market for local people which wouldn't align with the Tudor Tuesday theme.
- Tuesday and Saturday branding may need to be different. Visitor numbers for painted room and other heritage sites needs to be compared so we can pool our understanding of the visitor numbers.
- Would be worth going to the coach companies as well to know what days and when in the season they are here. Community Action Ledbury need to move their minibus so coaches can

use the coach spaces allocated. Could use the bay outside the Bye Street Loos if the bollards are removed. One week day in addition to weekends for all attractions need to be open would be good.

- Engage with Visit Herefordshire including the shopping directory. It was noted that current engagement with Visit Herefordshire requires us to upload events to their website. The CEO usually tags them in Council Instagram posts and share their posts, but it was noted that this could be utilised more.
- It was suggested that the Council could provide a template for Local traders and businesses to include business name, website, description, photograph of the shop in an attempt to get more present on the website and then they can then maintain the information.
- Distribute Ledbury map in key places it was noted that this has been done, however it may not be the branding we want for the long term..
- Develop stronger relationships with nearby attractions, Eastnor, Three Counties, Hellens, New Bridge Farm Park and the Malvern Hills National Landscape.

5.3.4 It was suggested that council work with quick wins for now and then Working Groups can look at long term objectives when putting the plan together.

5.3.5 It was noted that there was a suggestion to convene a Parish Meeting to discuss recommendations. (summary information – page 37).It was felt that this is the right course of action, it would make more sense to engage with appropriate stakeholders. Consideration of a poll about the market offering and what local people would like the market to deliver, noting that this does not come under tourism.

5.3.6 Establish a management structure, focus on the tourism assets, not explicit about literature and poetry – just referred to as box of delights.

5.3.7 Progress the report for the Events Working Party in respect of notice boards around town. A lot of the map boards have backs that can also be utilised, not just the front.

- 5.3.8 Branding beyond the map – ensure Visit Herefordshire website is populated and engage with other heritage building owners with coordination of opening days, footfall and a core tourism season. Maybe less tourism in August to avoid encountering families. Putting something on for children could encourage families to come and spend money at the market? Does it work? will it translate to money being spent?
- 5.3.9 Build on the relationship with Ledbury Traders with the new chair.
- 5.3.10 It was noted that the CEO is working with Al Braithwaite to gather information in respect of possible trails for Ledbury for which a report will be prepared for Town Council to enable these to be organised for the lead up to Halloween or Christmas.
- 5.3.11 Explain what we're doing and make a request for visitor numbers from other visitor outfits and if they will share the information with us.

6. Markets

Actions from within the Feasibility Study to be considered further:

- 6.1 Management and collaboration, market expansion, improve look and practicalities, opening times and improved infrastructure, linked to events.
- 6.1 Consider an officer and councillor group to consider Markets and a phased approach to building them up, to include timescales and detail of what is being proposed.
- 6.2 Look ahead 18 months when putting a plan together, to include themed markets on St Katherine Square, talk to Ludlow and Stroud Councils about how they got their significant market offerings off the ground and what the learning was in terms of working with the traders. The Christmas Market at Gloucester Quays could be looked into.
- 6.3 Communication with market traders to create an understanding of fair competition rules of market offering.

- 6.4 Set up a meeting before the end of November with a view to a report being submitted to Council so that actions can be implemented in the new year. There is information available from previous discussions that deal with items covered in the Feasibility Study – need to make use of this information and move the market project forward.

RESOLVED:

1. Councillor Hughes will revisit existing documents to create one document.
2. Officers investigate market offerings from other towns.
3. A Working Party be set up for the last week of October to discuss Markets ahead of the agenda going out for November Council meeting.

7. Visitor Information Service

- 7.1 These needs to be wrapped up with exploring accommodation.
- 7.2 Consider specifically in the short term as to how we might expand the range of tourist items for sale or to show.

RESOLVED:

1. That CEO to establish what Ledbury branded items area available to purchase in the town and where.

8. Festivals and Events

- 8.1 Draft events strategy is to be built on – it was noted that the initial draft of this was created prior to receiving the final Feasibility Study.
- 8.2 The strategy is to be combined with the festivals & events section. Reports providing detail of event budgets need to be provided in a timely fashion. A schedule for events plans/timelines coming to council needs to be created.
- 8.3 St Katherine's Square – make it more attractive, get some seating installed. It was noted that the original concept had seating, planting and power. There are some unused planters at the Belfour Beaty site. The Clerk

advised that she had submitted and Eol in respect of these but that she had never had a response to this.

- 8.4 Approach Ledbury in Bloom, Sustainable Ledbury and Friends of the Masters House regarding an apothecary/sensory garden. Consider the beds around the edge of the car park being cultivated.
 - 8.5 Contact list for TEMAP has been created. Feedback the recommendations and what work is going to be undertaken and the meeting could be used to get feedback before reports go back to full council.
 - 8.6 The actions needs to be progressed before an action plan is put together and ask if any members of TEMAP want to get involved in implementing progression or included in circulation of draft documents.
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Consolidated Notes

Introductory Notes

- Report of 3rd July – (h): Move target date from Autumn 2025 to Spring 2026. (e): Will revisit proposals based on detailed recommendations for roles and responsibilities.
- The TEMAP group is a Working Group, not a Project Board; precise language is essential to avoid confusion.
- The recommendations from the Report of 3rd July are to be made to Full Council in the next agenda, reviewing the TEMAP document's headings and details, and determining whether officer vs. joint officer/member leadership is required for each heading.
- Consideration of the integrated action plan; assess each section of TEMAP for potential officer-led or joint officer/member contribution.
- Al B has put forward Penelope, who is currently involved in tourism but not marketing, to provide a report (presumably for a fee). County-level investment in this regard should be maximised; initial efforts should be internal before bringing in external expertise and additional expense.
- Emphasis on using the already bought in expertise, alignment sought with Herefordshire BID, Tourism, and Retail sectors.
- Natural Market growth is not happening as we have a lot of independent traders.

- Footfall to include coach trips need to be gathered across all heritage buildings and attractions to define when the busiest periods are and to define what our tourism seasons should be defined as. This needs to be looked at in some detail.
- Watermark papers for discussion in working parties as “in progress / not for public distribution”.

Tourism & Heritage

- Community Action Ledbury to move their minibus and make the space available for coaches. The bollards could be removed by Bye Street toilets to maximise available space.
- Strategies include creating bookable experiences, promoting Ledbury at home and away, and finessing the overall branding theme.
- Long-term goal: Encourage visitors to stay over multiple days, using platforms like Eventbrite for attendance management.
- Propose a standing TEMAP group with stakeholder input from organisations like Hellens, Eastnor, Westons, New Bridge Farm, and Malvern Hills (without expectation that they will attend meetings)
- Quick wins prioritised; long-term objectives to be discussed in working groups.
- Specific actions: convene a Parish Meeting (not needed), survey local expectations, develop a management structure, and enhance signage and digital presence.
- Engage with Visit Herefordshire, ensure shops are listed on their directory, and distribute Ledbury maps and leaflets.
- Strengthen relationships with nearby attractions; coordinate opening days and seasonal offerings.
- Consider seasonal heritage and family-friendly activities, Halloween events, and community engagement.
- Tudor Tuesday theme to be explored, but does it tie in with the footfall numbers or the market being for locals on Tuesday opposed to Saturdays?
- Tangled Tails – Fairy Doors to be explored.
- A walking trail to be set up in time for Halloween / Christmas – time is of the essence.
- Enquire with BID regarding things which have taken place in previous years such as the climbing wall. Are they planning on doing anything for Halloween?
- Improve St Katherine’s Square: more seating, planting, and decorative elements.
- Seek partnerships (e.g., Ledbury in Bloom, Sustainable Ledbury, Friends of the Masters House). – reach out to Belfour Beaty re planter.
- Maintain beds, prune trees, and enhance the welcoming atmosphere.

Markets

- Working Group to be set up for the last week of October.
- The Council is invested as it owns the Charter Market and has staff whose specific remits link to it.
- Focus on management, collaboration, expansion, infrastructure, and themed markets.
- Learn from other councils' market initiatives (Ludlow, Stroud, Gloucester Quays).
- Address trader competition issues; develop a comprehensive plan over 18 months.
- Budget considerations: request funding from Council, revisit existing documents, and set up a dedicated working group in late October.
- A poll could be conducted to enquire as to what locals expect from the market.
- Put on events / crafts for children, if families are drawn into the market there is potential for money to be spent there.

Visitor Information & Shops

- Go around shops to collect information for the Visit Herefordshire directory. Make sure we have a visible online footprint.
- Go around shops to find out what Ledbury Merchandise is being sold – this could be done at the same time as filling out the Visit Herefordshire info sheet.
- Short-term focus: showcase / promote Ledbury branded tourist items for sale from other shops, expand existing TIC stock.
- Follow up on Masters House; no response yet.
- Utilise front and back of notice boards.

Festivals & Events

- Develop a comprehensive events strategy, incorporating existing plans and budgets.
- Event planning with budgets need to be presented to Full Council in a timely fashion to allow for implementation.

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Report prepared by Angela Price – Town Clerk

A CHARTER FOR HEREFORDSHIRE'S COUNCILS 2025

Purpose of Report

The purpose of this report is to provide Members with sight of the new Charter for Herefordshire's Councils 2025, which was shared at the recent Parish Summit, and to ask Members to consider whether Ledbury Town Council wish to adopt the new charter.

Detailed Information

Following the Parish Summit held on 7 October 2025, Herefordshire Council formally launched the new Charter for Herefordshire's Councils 2025, noting that a number of Councils had already indicated their intention to adopt this new Charter.

A copy of the Charter is attached for Members consideration, and Herefordshire Council are inviting all councils to adopt this charter.

Should the Council agree to adopt this Charter it should be noted that any issues that arise in respect of expectations officers should raise these with Herefordshire Council at the earliest opportunity in order to resolve them amicably.

Recommendation

That Members give consideration to the attached Charter and consider whether Ledbury Town Council should adopt the new Charter for Herefordshire's Councils 2025.

A Charter for Herefordshire's Councils 2025

This Charter is an agreement between Herefordshire Council, Hereford City Council
and the Town and Parish Councils in Herefordshire



Introduction

This Charter is an agreement of councils in Herefordshire. It aims to strengthen partnership working and build on existing responsibilities.

It builds on existing frameworks and responsibilities, aiming to enhance collaboration for the benefit of Herefordshire.

Strategic Aims of the Charter

The strategic aims of this Charter are to develop stronger partnership working between councils and to enable community action.

Principles of Partnership Working

Our shared principles for partnership working set the foundation for achieving this Charter’s strategic aims. These principles guide how we work together and treat each other as partners.

Mutual respect

- We recognise our shared goals and respect each other’s roles.
- We follow codes of conduct and democratic processes.
- We acknowledge different councils may operate differently but all act in good faith.

Communication

- We respond to information requests promptly.
- We make communication clear, jargon-free, and accessible.
- We use multiple channels to ensure effective two-way dialogue.
- We consistently address communication issues early and engage proactively.
- We make consultations open, accessible, and followed up appropriately.
- We ensure Parish Summits serve as forums for collaboration and feedback.

Transparency

- We openly share information and decision-making processes.
- We signpost services and resources efficiently.

Strengths-based

- We foster constructive relationships between councils, officials, and communities.
- We apply our collective strengths to benefit residents.
- We support and empower communities to engage in local democracy.

Measuring Success

Success is measured by how well we:

- Share best practices and challenges to improve services.

- Identify and take advantage of opportunities to work together.
- Remove barriers to effective partnership working.
- Use our resources to support residents and communities.
- Encourage participation and ensure all voices are heard.

Performance and Resolution

If there are any issues with meeting the expectations in this Charter, we will address them as follows:

- Initially, the concerned parties will discuss the issue directly to try and resolve it amicably.
- If the issue remains unresolved, the relevant Herefordshire Council Service Director and Parish or Town Clerk will work together to propose a suitable resolution within five working days, or within five working days after the next Parish or Town Council meeting if a Council resolution is required.

- Should the issue still not be resolved, the Herefordshire Council Leader and Parish or Town Chair will collaborate to find an appropriate resolution within five working days, or within five working days after the next Parish or Town Council meeting if a Council resolution is required.
- If issues cannot be resolved through these steps, a formal complaint should be raised in accordance with the relevant body’s complaints procedure.
- The successes and challenges of implementing this Charter will be thematically reported by relevant Herefordshire Council Service Directors at Parish Summits to facilitate learning and improvement in partnership working through the Charter Reference Group.

Implementation

This Charter will evolve over time. Once agreed upon, all councils share responsibility for upholding its principles. No changes will be made without majority consent and Charter Reference Group support.

The Charter will be supported through:

- **Quarterly** Parish Summits,
- **Quarterly** meetings between the Leader of the Council, Chief Executive, and the Charter Reference Group,

Specific Responsibilities

If a Town or Parish Council leads a service or project for Herefordshire Council, there will be a clear plan, regular progress reviews, and risk management strategies will be put in place.

The Charter Reference Group will act as developers and guardians of the Charter and will help to develop and manage the Parish Summit agendas. The mechanism of determining the Group's membership will be shaped by feedback from the Towns and Parishes during the consultation process and the Parish Summit so that the Group can act on their behalf. The Reference Group will ideally include representation from HALC (Herefordshire Association of Local Councils)

Review

The Charter will be reviewed at the end of the first year of operation and an updated version produced for approval if necessary. Thereafter it will be formally reviewed every four years.

Approval

All Councils (towns, parishes, city and Herefordshire Council) will take this Charter through their own approvals process with a formal record of approval made publicly available.

Appendix 1: Service Standards and Communication Timescales

- All correspondence to and from Herefordshire Council Staff or Councillors and to Parish and Town Clerks will be responded to within 10 working days.
- Herefordshire Council will give 21 working days for Parishes to respond to consultation of Traffic Regulation Orders.
- Herefordshire Council will give 21 working days for Parishes to respond to non-statutory consultations.
- Herefordshire Council will make payments for invoices from Parishes for devolved services or grants within 21 days of submission.
- Herefordshire Council will confirm amounts for grants or budget for devolved services to Parishes by 31 March for the following financial year.
- All councils will demonstrate respect for personal data protection.

Appendix 2: Framework for Key Services

The following sections set out how we can work together in specific areas. Not all areas will be applicable to all councils.

Planning Service

Herefordshire Council will:

- Notify Parish, Town and City Clerks of new applications (where consultations are required) as soon as possible after they have been validated.
- Identify the contact details for the relevant Planning Officer when applications are put on the planning website or as soon as possible thereafter.
- Consider all planning applications against a made Neighbourhood Development Plan (NDP).
- Give serious and early consideration to the items on Parish and Town Council 'wish list' for financial windfalls to approved planning applications (Section 106 Planning regulation)

Parish and Town Councils can:

- Sign up to the notification portal run by Herefordshire Council and receive direct notifications of planning applications.
- Submit comments that are 'Material Considerations' and include references to national, county and parish (NDP) planning policies within the agreed period.
- Appoint a named representative to attend planning committee meetings of Herefordshire Council, as necessary.
- Prepare and keep up to date a Section 106 'wish list' and share this with the team at Herefordshire Council and copy the Ward Councillor.

Neighbourhood Development Planning (NDP)

Herefordshire Council will:

- Provide officer support for Parish and Town Councils creating or reviewing an NDP to ensure that lawful processes are undertaken in a timely manner.

Parish and Town Councils can:

- Set up an NDP Working Group and ensure that all meetings are open to residents.
- Provide all relevant information to Herefordshire Council to enable them to prepare required documents.

Highways

Herefordshire Council will:

- Give good notice to Parish and Town Councils of proposed works within a locality, particularly when road closures are required.
- Inform Parish and Town Councils on adoption of new highways, traffic measures and street lighting during the development process.

Parish and Town Councils:

- Are encouraged to report any defects on the highway network, so that Herefordshire Council can carry out any necessary works.

Public Rights of Way

Herefordshire Council:

- Recognises that Parish Footpath Officers are volunteers appointed by Parish and Town Councils and are directly responsible to and insured by them. They will liaise with Herefordshire Council Officers to support them in fulfilling their legal obligations for Public Rights of Way.

Parish and Town Councils can:

- Apply for grants or funding to undertake works to improve Public Rights of Way in their area for which Herefordshire has earmarked funding.
- Choose to appoint a Parish Footpath Officer in their area, and Herefordshire Council will provide training and support to enable them to perform their duties.
- Bring matters to the attention of Herefordshire Council in a timely way if they cannot be addressed locally.

Local Drainage

Herefordshire Council:

- Will provide a timescale to address issues reported by Parish and Town Councils or confirm that the issue reported will not be addressed, giving a reason.
- May provide grant funding for Parish and Town Councils to carry out local drainage schemes.
- May support a Parish or Town Council minded to fund minor drainage works themselves, using a suitably qualified contractor.

Parish and Town Councils may:

- Apply for grants or funding from Herefordshire Council to carry out local drainage schemes.
- Use a suitably qualified contractor to undertake minor drainage works, using their own funds, and supported by Herefordshire Council.

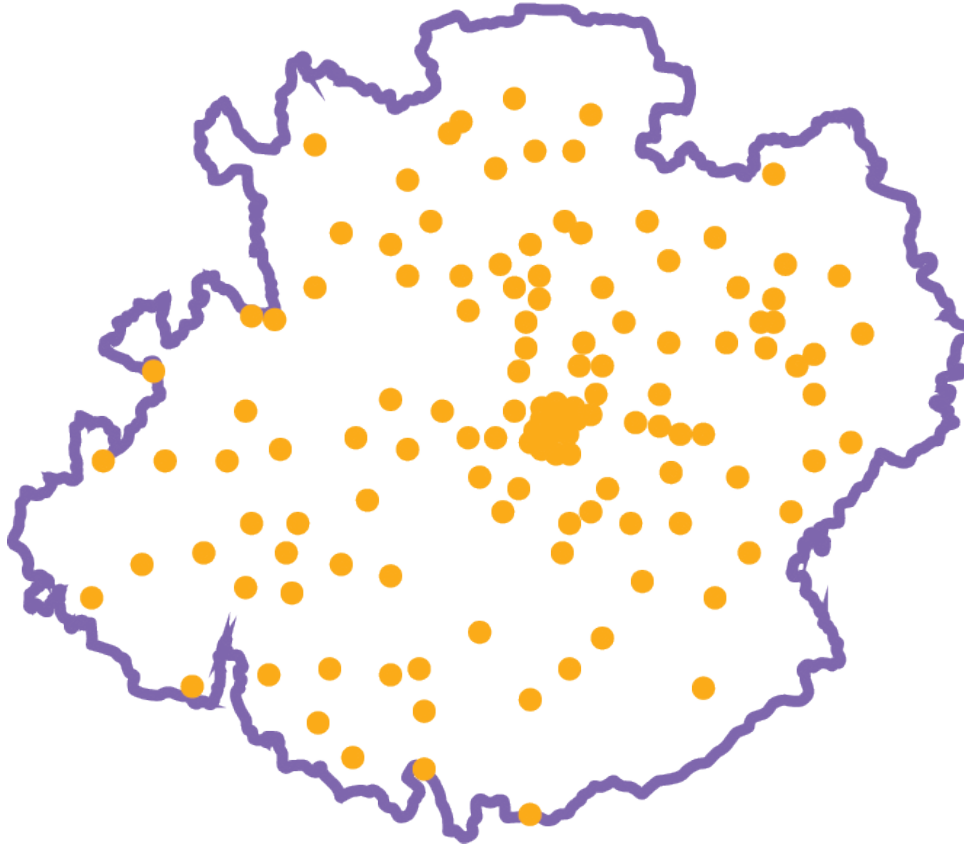
Herefordshire Council may

- Operate a Lengthsman scheme to devolve funding for minor highway works to Parish and Town Councils using a suitably qualified Parish or Town Contractor.
- Support Parish and Town Councils to use their own funding to undertake minor highway works using a suitably qualified contractor.

Parish and Town Councils may

- Join the Herefordshire Council Lengthsman scheme to access devolved funding for their Parish or Town Contractor to undertake minor highway works.
- Undertake minor highway and other works, eg drainage, using their own funding and a suitably qualified contractor.

A Charter for Herefordshire's Councils



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Report prepared by Angela Price – Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

		Deadline for comments/ determination	Application details
1.	<u>252841</u>	Deadline date for comments 29/10/2025 Target determination date 27/11/2025	Application to determine if prior approval is required for a proposed part change of use from a mixed commercial and residential site to Dwellinghouse (Use Class C3) – 5a The Royal Hall The Southend Ledbury Herefordshire HR8 2EY
2.	<u>252834</u>	Deadline date for comments 30/10/2025 Target determination date 26/11/2025	Conversion of garage to provide art studio and office. External changes to fenestration – 2 Larkrise Knapp Lane Ledbury Herefordshire HR8 1AN
3.	<u>252953</u>	Deadline date for comments Target determination date	Brick faced rear and side extension to replace existing glazed conservatory and side extension – 32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER
4.	<u>252920</u>	Deadline date for comments 05/11/2025 Target determination date 04/12/2025	Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN

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.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
<u>242783</u>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire	OJ	Comments provided to PO in form of report	No decision
<u>242956</u>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)	AM	No objection	No decision
LTC MEETING 1 MAY 2025				
<u>250814</u>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.	KR		No decision
<u>250815</u>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.	KR		No decision
LISTED BUILDING CONSENT				

LTC MEETING 03 JULY 2025				
<u>242783</u>	A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Foodstore (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED / RE-CONSULTATION PLANNING APPLICATION	OJ	Deferred to allow meeting of councillors to discuss further and provide detailed response	No decision
<u>251261</u>	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape 17-19 The Homend Ledbury Herefordshire HR8 1BN	AM	Deferred due to concerns in respect of access issues in the event of a fire.	No decision
LTC MEETING 11 SEPTEMBER 2025				
<u>250622</u>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB	AM	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	No decision
<u>252156</u>	Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural residential – Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE	AM	That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone	No decision

				for cladding in place of Forest of Dean Stone.	
<u>252192</u>	Proposed erection of a detached double garage with storage over – Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP	KR	No objection	No objection	No decision
<u>252208</u>	Proposed first floor extension to side, front and rear and single storey front extension – Belle House, Parkway, Ledbury, Herefordshire, HR8 2JD	KR	No objection	No objection	Approved with conditions
<u>252249</u>	Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – 7 High Street, Ledbury, Herefordshire, HR8 1DS	KR	No objection	No objection	No decision
<u>252329</u>	Proposed rear extension – 28 Orchard Place, Ledbury, Herefordshire, HR8 2XD	KR	No objection	No objection	No decision
<u>252348</u>	T1 Beech, fell to as near to the ground level as possible. Reason – minor dieback of foliage in upper canopy. Large area of decay extending up main stem on east side from ground level. Evidence of fresh bleeding around area of decay/ Kretzschmaria deusta present at base between buttress roots on the south side at ground level. Area of decay on north side at ground level between buttress roots – Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA	AC	No objection	No objection	Trees covered by TPO – Consent Granted
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to outline permission 171532/APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 208 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	CS	1. That this application be deferred to a Planning Working Group Meeting to discuss in more detail 2. The Clerk is to write to the case officer to ask for an extension.	No decision	No decision

	reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire			
<u>252388</u>	Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – 3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP	KR	No objection	No decision
<u>252468</u>	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms – 25 High Street, Ledbury, Herefordshire, HR8 1DS	TM	No objection	No decision
<u>252469</u>	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms - 25 High Street, Ledbury, Herefordshire, HR8 1DS – LISTED BUILDING	TM	No objection	No decision
<u>252470</u>	Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG	CH	No objection	No decision
LTC MEETING 02 OCTOBER 2025				
<u>252142</u>	Proposed change of use from a retail butchers shop with commercial production kitchen to a hot food take away business with installation of replacement mechanical kitchen ventilation system – 71a The Homend, Ledbury, Herefordshire, HR8 1BP	AM	No objection.	No decision
<u>252742</u>	T1 – Red Oak adjacent to car park, fell to as near ground level as possible – Ledbury Rugby League Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP	AC	No objection on the basis new trees be planted for the future.	No decision



Directorate/Division: Economy and Environment
Team: Environmental Health & Trading Standards
Please ask for: Licensing
Direct line: 01432 261761
Email: licensing@herefordshire.gov.uk
Date: 3 October 2025

TalkCommunityEnquiries
Cllr Stefanie Simmons

Via Email

Dear Sir/Madam

An application has been received on 3 October 2025 for a grant of a premises licence at:

Weavers, 10 New Street, Ledbury. HR8 2DX

Applied for:

Licensable Activities

Sale/Supply of Alcohol (consumption on and off the premises)
Monday – Sunday 11:00 – 24:00

Consultation dates are as follows: Begins **4 October 2025** and ends **31 October 2025**

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 summary of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

Any representations need to have name/address and contact details and should be received no later than 31 October 2025 addressing the four licensing objectives above.

Yours faithfully

EMMA BOWELL
SENIOR LICENSING TECHNICAL OFFICER

FULL COUNCIL	23 OCTOBER 2025	AGENDA ITEM: 21
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Report prepared by Julia Lawrence – Deputy Town Clerk

ROUNABOUT SPONSORSHIP

Purpose of Report

The purpose of this report is to provide Members with information on roundabout sponsorship around the Town.

Detailed Information

Currently, there are several “Licences to Cultivate” allocated for many of the existing roundabouts, which are listed below.

Licence No. 1066

Gloucester Road roundabout, “Swallow”, roundabout, sponsored by Helping Hands – issued December 2015 – swallow sculpture subject to a separate licence.

Licence No. 1101

Little Marcle Road roundabout, sponsored by Redbank Fruit Company, Little Marcle Road – issued October 2017.

Licence No. 1103

New Mills roundabout, sponsored by Gale Breaker – issued November 2017.

Licence No. 1121

Hereford Road roundabout, sponsored by Three Counties Vineyard – issued May 2020.

Licence No. 1123

Full Pitcher roundabout, A417 Ledbury bypass – issued November 2020.

Members should note that Herefordshire Council have been approached on numerous occasions to establish whether the Council has adopted the new roundabouts on Leaden Way following the various housing developments, however no response has been provided to date. There have been a number of staff changes at Hereford and officers suspect that this is the reason for the delay in a response being provided. This has been followed up again by Officers and if this information becomes available, then it will be shared with Members at the meeting.

The Ledbury & District Civic Society has recently approached the Council to enquire about what the plans might be to invite sponsorship of planting on the new roundabouts on Leaden Way and on the Bromyard Road.

The email received from the Civic Society stated the following:

“Appropriate planting on these new roundabouts would enhance the green corridor identified in the NDP south and west of Ledbury and the viaduct development site. I’m sure Councillors would agree that key areas of green space should be maintained and improved, contributing so much to the social and environmental well-being of the town and its tourism.

A simple planting scheme is required for each roundabout, in our view, such as a smaller scale version of the planting on the Hereford Road roundabout or the use of silver birch trees on the Little Marcle Road roundabout. A group of small trees/shrubs would also require minimal maintenance”.

When a Licence to Cultivate is issued it is issued to the Parish Council, and they can then either maintain the area themselves or, which is the more common practice, they can enter into an agreement with a local business to undertake the planting and maintenance of the area in question. The process to agree this requires anyone expressing an interest in the Licence to Cultivate to provide a plan of the proposed planting and maintenance of the area they wish to maintain, which is then provided to Herefordshire Council to ensure it meets the criteria and does not interfere with any utilities that may exist. If the submissions is considered to meet the criteria Herefordshire Council will advise the Parish Council who will then be the custodian of the Licence to Cultivate.

Financial Implications

There should be no financial implications for the Council if sponsorship is granted to organisations, with all financial and maintenance falls to the sponsor. Please find attached at Appendix A, an example of a Licence to Cultivate, for information purposes, which was issued to one of the existing sponsors.

Officers will be contacting Herefordshire Council to discuss how the sponsored roundabouts are maintained in accordance with the Licences and give consideration to a rolling programme whereby other local organisations have the opportunity of sponsorship.

Recommendation

That Members give consideration to the proposals put forward by the Ledbury & District Civic Society, to invite sponsorship from organisations for the new roundabouts on Leadon Way, subject to them being adopted by the Council.

HIGHWAYS ACT 1980**SECTION 96 – CONSENT – LICENCE NO**

The Herefordshire Council, as Highway Authority for the highway maintained, do hereby give Consent to the Ledbury Town Council to plant and maintain shrubs, plants, bulbs and grass in the highway verge at the following locations:

Roundabout,

The planting of the roundabout should cause no inconvenience, but the following notes and conditions should be observed by the Town Council.

1. The shrubs, plants, bulbs and grass shall be planted/maintained on land forming part of the highway in positions, which will not cause obstruction or interference to any existing access, or to visibility on the highway.
2. The planting scheme cannot be substantially changed without prior agreement from the highway authority in order to protect the visibility and underground utility services.
3. The Town Council shall stop cultivation and restore the roundabout to its previous condition including reinstating the turf in a level manner at any time at its own expense if it should become necessary to do so, on receiving 21 days notice from the Herefordshire Council to remove the shrubs and plants.
4. The Highway Authority may remove any obstruction or hazard caused by, or on the verge, or adjacent to it, by reason of the planting, at the expense of the Town Council.
5. The Town Council may be required to obtain the permission of the adjoining landowner who may be the owner of the subsoil and in order that he will be able to maintain his highway boundary fences.
6. The Town Council will indemnify the Herefordshire Council against any claims in respect of injury, damage or loss, arising out of, or as a result of its works on the highway verge and the presence of employees carrying out works, including operating machinery and tools within the highway.
7. The Town Council will ensure that the area of roundabout etc is left clean and tidy and nothing shall be deposited in the adjacent carriageway.
8. The Town Council shall ensure that all necessary steps are taken to prevent damage to any Statutory Undertakers', British Telecom and/or Sewerage Authorities' apparatus, which may be affected by the proposed planting. In this respect the Parish Council's attention is drawn to the comments contained in the attached copy letters.

9. When the Town Council is prepared to proceed with the planting, it shall send a notice to the Network Regulation Manager, 7 days before the proposed starting date to enable him to give his requirements or supervise work as necessary.

Dated:

Signed on behalf of the Council
by _____

Anthony Agate, Network Regulation Manager

FULL COUNCIL	23 OCTOBER 2025	AGENDA ITEM: 22
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Report prepared by Julia Lawrence – Deputy Town Clerk

FIRE RISK ASSESSMENT – COUNCIL OFFICES

Purpose of Report

Chubb recently conducted a Fire Risk Assessment for the Council Offices. The purpose of this report is to advise Members of what actions have been taken to date following receipt of the Report.

Detailed Information

Fire Risk Assessment

The Fire Risk Assessment (Appendix A) was conducted on 26 August 2025. In accordance with the Risk Assessment, the following steps have already been taken to address the areas flagged up, as follows:

2.8	Fire Evacuation Procedure
A new draft Evacuation Procedure document has been produced but has yet to be reviewed by Senior Officers and Members.	
2.12	Fire Drill.
The report states that a fire drill has not taken place. A fire drill was conducted on 10 July 2025 due to a call point accidentally being knocked – this was recorded in the log as an accident as opposed to an actual fire drill taking place.	
3.3	Familiarisation visit conducted by Fire & Rescue Services.
Ledbury Fire Station have been contacted to carry out a familiarisation visit and a date is awaited from them.	
6.3	Electrical Installation Condition Report (EICR) states the fixed wiring test was unsatisfactory.
Electricians were commissioned to carry out works at the time of the EICR's who confirmed that the report was unsatisfactory due to the cellar lights. Therefore, the electricians disconnected these for safety reasons. The remedial works required in the cellar were carried out to rectify the situation: cellar lights were rewired and new lights installed. This is verified by the invoice received from the electricians confirming that the work has been undertaken. A copy of the relevant invoice has been attached to the Fire Risk Assessment.	
6.6	PAT Testing
An Officer is reviewing the existing list of all electrical equipment in each office to ensure that it incorporates any new items purchased since the last PAT testing. Quotes will then be sought based on the number of items to be tested.	
11.3	Unsatisfactory door closure on kitchen door
Chubb have already been contacted to provide a quote to supply and install a door closure that is CE marked, BS EN 1154 compliant. Chubb have also been	

	requested to provide a quote to provide a door closure to the main entrance door to the Jacobean Room.
13.3	Glazing panel installed in possible fire door (to Painted Room ground level office space).
	The glass window panel in the door has yet to be changed.
14.2	Testing of emergency lighting
	Chubb conduct quarterly checks of the emergency lighting and the Engineer confirmed at their last visit on 14 October 2025 that quarterly checks were adequate. However, monthly checks are also carried out by Council Officers – the last entry was not clearly visible in one of the sections of the fire log. Officers has since been requested to ensure that the log is properly completed each time. For information, a copy of the recent Inspection Certificate is attached at Appendix B.
15.2c	Additional detector be fitted in the basement..
	Chubb have been requested to provide a quotation for this.
16.1b	Fire extinguishers in reception
	Whilst there are fire extinguishers in reception, one extinguisher is not fixed to the wall. However a suitable “tray” has been ordered to accommodate this.
16.1g	Staff trained to use fire extinguishers.
	Appropriate training will be provided to staff to operate fire extinguishers. Staff may attempt to extinguish a small, manageable fire using the appropriate fire extinguisher, but only if it is safe to do so, they are trained and confident in its use, and they have a clear means of escape.
17.5a	Fire safety training for all staff
	Currently one member of the team has received fire warden training but this is to be extended to all staff.

Observation Report Action Plan – “Major”

1.13	Roof voids – ensure no combustible storage in this area
	Maintenance Operative is to fit and install a new roof loft hatch in Christmas room.
2.8	Fire Evacuation Procedure
	A draft document has been produced.
2.12	Fire evacuation Drills
	As noted above, a fire drill was conducted on 10 July 2025.
6.3	Fixed Wiring Test
	Please refer to earlier notes.
6.8	Extension leads
	Whilst it was noted that there are some extension leads in the office being used, the assessor confirmed at the time of the meeting that none were over-loaded.
12.2	No designated fire doors
	There are no designated fire doors – solid oak bespoke doors were installed several years ago. As noted in the Risk Assessment, reference 11.3, the door closure in kitchen also needs replacing.
13.2	Compartmentation survey
	Chubb recommend a full compartmentation survey. Officers have sought further advice from both Chubb and one of the Council’s contractors in order that this survey can be carried out.
13.3	Glass panel in door
	Please see above under Risk Assessment.

14.2a	Emergency Lights
Please refer to the Risk Assessment above for fuller details.	
14.2c	Conduct survey to see if further emergency lights are required during hours of darkness
Chubb have been requested to carry out this testing – a date is awaited from them when this can take place.	
15.2c	Additional detection in the basement
Chubb have been requested to quote for this.	
15.2d	Additional fire alarm call points
Awaiting instruction.	
15.2e	Obstructed call point in Painted Room
This call point was identified as being upside down by one of the Officers, which was corrected by a Chubb Engineer at their next service visit.	
16.1b	Fire extinguisher in Reception
Please see above under Risk Assessment.	
16.1g	Staff training
Please see above under Risk Assessment.	
17.1	Records to monitor fire safety checks
A new checklist has been implemented so that appropriate checks can be undertaken on a monthly basis.	
17.5	Additional signage.
Signage for the back yard gate has been purchased and the Maintenance Operative will fit these signs	
17.5a 17.5c	Training
Please see above under Risk Assessment.	

Members should note that the “Moderate” ratings shown in this report are also being addressed.

Financial Implications

Once Officers are in receipt of quotations for the various works, it can then be established what budget lines will be affected by the works proposed and once confirmation of Council approval to proceed has been granted

Recommendation

That Members receive and note the contents of the report.

FIRE RISK ASSESSMENT (FRA)  Chubb POWERED BY API GROUP							
Ledbury Town Council - HR8 1DH							
Church Street Hereford HR8 1DH							
Overall Risk Rating: Moderate							
	<table><tr><td>Name of the Competent Person undertaking this Fire Risk Assessment</td><td>Pete Hince MIFSM SIIRSM EngTech MIFireE</td></tr><tr><td colspan="2">I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken. This risk assessment should be reviewed by a competent person by the date indicated or at an earlier time if there is reason to suspect that it is no longer valid or there have been significant changes.</td></tr><tr><td>Signature of Assessor: (Competent Person as defined by Article 18 Regulatory Reform (Fire Safety) Order 2005)</td><td></td></tr></table>	Name of the Competent Person undertaking this Fire Risk Assessment	Pete Hince MIFSM SIIRSM EngTech MIFireE	I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken. This risk assessment should be reviewed by a competent person by the date indicated or at an earlier time if there is reason to suspect that it is no longer valid or there have been significant changes.		Signature of Assessor: (Competent Person as defined by Article 18 Regulatory Reform (Fire Safety) Order 2005)	
Name of the Competent Person undertaking this Fire Risk Assessment	Pete Hince MIFSM SIIRSM EngTech MIFireE						
I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken. This risk assessment should be reviewed by a competent person by the date indicated or at an earlier time if there is reason to suspect that it is no longer valid or there have been significant changes.							
Signature of Assessor: (Competent Person as defined by Article 18 Regulatory Reform (Fire Safety) Order 2005)							
Assessment Date: 26 th August 2025							
Chubb reference number: 34155951							
Recommended date for next fire risk assessment: 12 months							
The Regulatory Reform (Fire Safety) Order Article 9 requires the risk assessment to be reviewed earlier if there is reason to suspect that it is no longer valid or there has been a significant change in the risk assessed area i.e., building layout, staffing, change of use etc.							
Use of assessment area	Offices						
Scope of the risk assessment <i>Document what the risk assessment does & does not include.</i>	This risk assessment will cover all of the areas occupied & managed by Ledbury Town Council and their escape routes from these areas. Ledbury Town Council occupy the all floors floor of a 3 storey building with basement.						
The risk assessment will focus on these areas only unless it specifically mentions the whole building.							

1	General Information	See also Section 19: Action Plan
1.1	Responsible Person <i>As defined by Regulatory Reform (Fire Safety) Order 2005 Article 3</i> <i>There can be more than one person responsible for premises.</i> <i>For example: The Employer, The Occupier the person who has control of the premises, The Owner.</i>	Ledbury Town Council
1.2	Name and position of the person providing the information	Julia Lawrance, Deputy Town clerk
1.3	Contact telephone number	01531632306
1.4	Owner	Ledbury Town Council own the building.
1.5	Are these premises subject of an action plan or enforcement notice from the enforcing authority?	No There is no action plan or enforcement notice from the Fire & Rescue Service in place for the risk assessed area
1.6	General description of building & on visual inspection what is the construction of the external walls?	The premises is a 16th century timber framed building, with some brick and lathe and plaster and solid walls. The roof is tile on timber which is of pitched construction
1.7	Date of construction	The date of construction is around 1500s.
1.8	Number of floors in the building	3

1.9	Number of basements in the building	1	
1.10	Is the building occupied by more than one service or company?	No	Ledbury Town Council are the sole occupier of the building
1.11	Date of the last risk assessment?	The previous fire risk assessment was carried out by Chubb on the 28 th September 2023	
1.12	When is the building occupied? <i>Is there a shift system in operation?</i>	Monday to Friday 0800hrs-1800hrs and occasional Saturdays with occasional evening meetings.	
1.13	Were any roof voids inspected during the assessment? <i>This fire risk assessment is non-invasive & was limited to areas that can be observed without the use of tools or access equipment.</i>	No	Roofs voids are present but were not able to be accessed during the assessment. There is a void in the Christmas room.
1.14	Were there any inaccessible areas or rooms? <i>Please state reasons if areas were not accessed.</i>	No	All areas were accessed during the fire risk assessment
1.15	Approximate footprint of building M²	240 M ²	
1.16	Approximate floor area M²	800 M ²	

1.17	What was the original design guidance (if known) or what was the guidance at the last building upgrade? <i>Were there any variations or deviations to the design guidance?</i>	Guidance used for this risk assessment: Regulatory Reform (Fire Safety) Order 2005, Approved Document B & relevant British Standards
1.18	Are there any additional comments required?	No There are no additional comments required
1.19	Has an urgent fire safety notice been issued?	No There was no requirement to issue an urgent fire safety notice

2	Identify people at risk and control measures in place	See also Section 19: Action Plan
2.1	Are staff based in the risk assessed area?	Yes There are staff based in the risk assessed area
2.1a	How many people are working at any one time? <i>(maximum & minimum: include the owners, self-employed, regular contractors, agency staff, volunteers and part-time workers.)</i>	8
2.1b	Are the people who work in the risk assessed area accounted for in the event of an evacuation? <i>Regulatory Reform (Fire Safety) Order 2005 Article 15</i>	Yes Head count at assembly point.
2.2	What is the approximate number of other occupants at any one time?	15, with a wedding ceremony this may increase by 40 persons.
2.2a	Do any occupants sleep in the risk assessed area?	No No one sleeps in the risk assessed area

2.3	Are other occupants in the risk assessed area accounted for in the event of an evacuation? <i>Regulatory Reform (Fire Safety) Order 2005 Article 15</i>	Yes	Contractors would meet at the assembly point, members of the public would likely disperse to the wider area.
2.4	Are there any vulnerable people or people with additional needs working or visiting? <i>People with mobility, hearing, visual & cognitive impairments must be considered Fire safety risk assessment: Means of Escape for Disabled People published by HM Government. Under the Equality Act 2010, if disabled persons could realistically expect to use the service which you provide, then you must anticipate any reasonable adjustments that could make it easier for that right to be exercised. Is an Equality Impact Assessment required? Babies, young children & the elderly should be considered.</i>	Yes	There are no staff with additional needs in the risk assessed area. However, there may be vulnerable visitors with additional needs, staff would assist them during any evacuation.
2.5	Are PEEPs required? <i>Personal Emergency Evacuation Plans.</i>	No	Staff report that PEEPS are not currently required.
2.6	Are under 18s employed? <i>Have young people been given special consideration, due to their immaturity & inexperience, the nature & duration of work, the physical properties of materials used & the training they require. Regulatory Reform (Fire Safety) Order 2005 Article 19.</i>	No	No people under the age of 18 are employed in the risk assessed area.
2.7	Is anyone working in a remote area or lone working?	No	There are no lone workers or persons working in a remote area in the risk assessed area.
2.8	Is there a documented evacuation procedure or emergency plan, that includes provision for ensuring everyone has been evacuated? <i>Does this include a phased evacuation or a staged alarm? It is advisable to have a separate procedure highlighting fire warden responsibilities It is also advisable to have a plan showing the location of the fire alarm call points and fire alarm panels, location of the fire extinguishers and any other firefighting equipment, final exit doors, evacuation equipment & isolation switches for any machinery & power supplies.</i>	No	There is no documented fire evacuation procedure
2.9	Are all employees fully aware of the evacuation procedures, including their own responsibilities in the event of an evacuation? <i>Regulatory Reform (Fire Safety) Order 2005 Article 19.</i>	Yes	Staff are aware of actions to take in the event of a fire.

2.10	If disabled refuge areas are provided, are communications provided and tested? <i>A disabled refuge is an area that is both separated from the risk areas by fire-resisting construction and where there is a safe route to a final exit door. It provides a temporary safe place for someone with additional needs to await assistance by the building for their evacuation. Refuges should be a minimum of 900mm x 1400mm. Signage: BS 5499 & BS ISO 7010.</i>	N/A	There are no defined refuge areas
2.11	Are there signed fire assembly areas in safe locations?	Yes	Assembly point is identified by fire action notices.
2.12	Have members of staff taken part in a fire drill to test that the evacuation procedures are understood? <i>Document the date of the last fire drill Regulatory Reform (Fire Safety) Order 2005 Articles 15 & 19 A fire drill should be carried out at least once a year simulating conditions in which, where appropriate, one of the escape routes from the building would be unavailable. Fire drills should be carried out at different times to cover the service hours.</i>	No	Fire evacuation drills are a legal requirement of Article 15 of The Regulatory Reform (Fire Safety) Order 2005.
2.13	Is the fire strategy in place & complete? <i>Approved Document B Volume 2: 2019 Means of warning, means of escape, internal fire spread/passive fire protection, external fire spread, access/facilities for the FRS, other factors such as sprinklers or other suppression systems, smoke control and ventilation systems, evacuation strategy, fire safety training, company policy and procedures to be implemented, such as maintaining compliance with fire risk assessments, maintenance and testing of internal systems, arranging planned preventative maintenance (PPM) schedules for the fire protection systems, management of contractors.</i>	No	There is no Fire Strategy in place.
2.14	What is the Purpose Group? <i>Approved Document B Volume 2: 2019.</i>		Office: Purpose Group 3
2.15	Are there any special evacuation aids present? <i>People with mobility, hearing, visual & cognitive impairments must be considered.</i>	No	There are no evacuation aids in place or required at the current time

3	Firefighter facilities	See also Section 19: Action Plan	
3.1	Have any firefighter facilities been checked by a competent person? Detail the specific facilities <i>Including firefighter switches, dry/wet risers, firefighting stairs & lifts Regulatory Reform (Fire Safety) Order 2005 Article 38.</i>	N/A	There are no specific facilities for fire fighters on site

	BS 5306-0: 2020 Fire protection installations and equipment on premises: Guide for selection, use and application of fixed firefighting systems and other types of fire equipment. BS EN 81-72-2020: Safety rules for the construction and installation of lifts - Particular applications for passenger and goods passenger lifts Part 72: Firefighters lifts. BS 9990: 2015 Non-automatic fire-fighting systems in buildings. This covers the testing and maintenance of wet and dry rising fire mains, foam inlets.		
3.2	Are there specific risks that might affect firefighter safety? BS 7671:2018+A1:2020: Requirements for Electrical Installations. New wiring systems must use metal, rather than plastic, to support cables in escape routes, to prevent their premature collapse in the event of a fire. Open pits, Smoke Angel security installations, parts of the building that are structurally unsound.	Yes	Then layout of the building is complex due to the age and layout.
3.3	Have the Fire & Rescue Service carried out site familiarisation visits?	No	The Fire & Rescue Service have not carried out any site familiarisation visits.
3.4	Is there adequate access to the site to enable fire & rescue service vehicles & personnel to get close enough for firefighting & rescue purposes?	Yes	There is adequate access to the site.
3.5	Are solar panels installed in the risk assessed area? If they are installed, are they signed for firefighters? MCS installation guide requires that a firefighter's label be affixed in a prominent place close to the electrical shut-off point. Potentially very high DC voltages. Inverters and DC isolation switches are often installed on the top floor or on/under the roof. This is not likely to be accessible to firefighters tackling a fire. If the building structure is metal, or steel frame, then an accidental short may result in parts of the building being "live". There is the risk of electric shock if cables are cut or become damaged by fire. If the roof is affected by fire, then the weight of PV panels may cause early collapse of the roof. There is the risk that panels, or glass from the panels, may break and fall onto personnel below. Panels on a roof will limit the opportunities for venting smoke and fire, should it be required.	No	There are no solar panels fitted on the risk assessed area.
4	Contractors and Construction Work		See also Section 19: Action Plan
4.1	Are appropriate fire safety conditions imposed on contractors & in-house maintenance staff & is their activity monitored?	Yes	Contractors must produce risk assessments and method statements.

4.2	At the time of the assessment was any building work being carried out?	No	At the time of the assessment there were no building works being carried out
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5	Sources of Heat: Cooking	See also Section 19: Action Plan	
5.1	Are kitchen facilities provided, document the locations & types of equipment?	Yes	There is domestic type low use kitchen equipment provided.
5.2	Are catering facilities used for a commercial purpose?	No	The catering facilities are for the occupants of the risk assessed area & are not used commercially

6	Sources of Ignition	See also Section 19: Action Plan	
6.1	Is smoking managed in an appropriate & safe manner? <i>Smoke Free Law 2007. Smoke Free (Exemptions & Vehicles) Regulations 2007. Smoke Free Premises (Wales) Regulations 2007.</i>	Yes	Smoking is not permitted in any part of the risk assessed area
6.2	Is no smoking signage displayed? <i>The Smoke Free (Signs) Regulations 2012 require one prominently placed sign to be displayed.</i>	Yes	No smoking signage is displayed.
6.3	If an Electrical Installation Condition Report (EICR) has taken place have any remedial works been completed? <i>An Electrical Installation Condition Report (EICR) is not a legal requirement, but The Health & Safety at Work Act (1974) and The Electricity at Work Regulations (1989) contain enough legislation regarding precautionary responsibilities to indicate maintaining EICR certification is advisable if you wish to fulfil your legal obligations.</i>	No	A fixed wiring test was carried out on the 17 th March 2024 it was found to be unsatisfactory.
6.4	Are there emergency or back-up generators used in the risk assessed area?	No	There are no generators or back up electrical systems in place in the risk assessed area.

6.5	Are plastic socket inserts fitted in the electric sockets? <i>The use of these negates existing safety measures in the form of protective shutters, exposing the live electrical contacts. Covers can come loose or be easily removed, resulting in risk of electrocution. Covers can also damage the socket, which may lead to overheating and risk of fire.</i>	No	No plastic socket inserts were observed during the fire risk assessment
6.6	Is electrical equipment used and maintained correctly? <i>The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. If a piece of electrical equipment is plugged into a power source and runs off mains electricity, it requires an 'in-service inspection and Testing of Electrical Equipment' as required by the 5th Edition of the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (Sept 2020)</i>	Yes	The last PAT test was September 2023 and is now due.
6.7	Is there managerial control of personal electrical items?	Yes	Items are not brought into work.,
6.8	Are extension leads, cable extension reels or socket adapters used?	Yes	Extension leads were observed during the inspection.
6.8a	Are extension leads or socket adapters overloaded? <i>The overload calculator at http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/ can be used to check the loading of an extension lead.</i>	No	On visual inspection it appears that the extension leads aren't overloaded in the risk assessed area
6.8b	Are extension leads daisy chained (one extension lead plugged into another extension lead)?	No	On visual inspection it appears that no extension leads were daisy chained.
6.9	Are electrical cables routed to avoid damage?	Yes	On visual inspection electrical cables are not located in areas where furniture or equipment could damage them
6.10	Where charging stations are utilised for equipment or vehicles, are they used correctly? <i>Battery chargers, electric vehicle chargers, e-cigarette charging cabinets etc RC59: Recommendations for fire safety when charging electric vehicles Electricity at Work Regulations 1989.</i>	N/A	There are no charging stations in the risk assessed area

6.11	Are there light bulbs, heaters, electrical sockets or other ignition sources near flammable or combustible materials?	No	There were no heat sources near any flammable or combustible materials at the time of the risk assessment.
6.12	Where lightning protection is fitted, is it maintained? <i>BS EN 62305:2006 Protection against lightning.</i>	N/A	There is no lightning protection fitted to the building
6.13	Are there any heat generating processes or naked flames used? <i>For example, furnaces, welding soldering, shrink wrap heat sealing, open fires, decorative candles, Bunsen burners.</i>	No	There are no heat generating processes or naked flames used in the risk assessed area
6.14	Detail how the building is heated. Are all fixed heating installations maintained correctly? <i>Gas Safety (Installation and Use) Regulations 1998: Regulation 35 It is recommended by HVAC manufacturers to have system inspected at least once a year The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition Are any natural gas shut off switches for the heating identifiable and suitably located?</i>	Yes	The heating is by storage radiators which is part of the fixed wiring check.
6.15	Were portable heaters observed during the risk assessment? Document the locations & types of heaters	Yes	Portable electric convector heaters were located in various rooms these were not in use at the time of the assessment.
6.15a	Are portable heaters unobstructed and placed on a flat firm surface and kept away from any combustible materials?	Yes	The heaters observed were placed on a firm surface & were unobstructed
6.15b	Are any portable heaters plugged into extension leads? <i>It is recommended that portable heaters are plugged directly in to a wall socket to ensure that extension leads are not overloaded.</i>	No	None seen

7	Sources of Fuel	See also Section 19: Action Plan	
7.1	Are excessive quantities of combustible materials used, stored, or allowed to accumulate? <i>The amount of combustible material in a building or confined space and the amount of heat this can generate. The more flammable materials there are present in a space, the higher the fire load and therefore the faster a fire will spread, increasing the potential impact of the fire.</i>	No	At the time of this assessment general storage within the premises was well managed. The fire loading is considered normal for the buildings use and storage arrangements are adequate in the circumstances. Some storage within the building is no longer required and is surplus to business needs.
7.2	Is general housekeeping satisfactory?	Yes	Housekeeping is to a good standard so there is no easy access to combustible materials
7.3	Are there stacked goods and high stacked storage? <i>High density pallet racking, and other methods of warehouse storage can be a substantial fire risk, depending on the storage container, the contents of the racking, its placement and how closely the products are packed.</i>	No	There is no high stacked storage in the risk assessed area
7.4	Is the storage of any flammable liquids, chemicals or solvents satisfactory? Detail the types & locations <i>Eliminate ignition sources (sparks, smoking, flames, hot surfaces) when working with flammable and combustible liquids. Use the smallest amount of flammable liquid necessary in the work area required for use during ½ day or one shift. Keep storage areas cool and dry. Store flammable and combustible liquids away from sources of ignition, incompatible materials such as oxidisers (See section 8.1) and combustible items. Up to 50 litres of flammable liquids may be stored in any one flammable liquid storage cabinet which needs to be at least 2m from sources of ignition and combustible storage. Nothing should be stored in the spill tray which should be able to contain a spill of the largest container in storage + 10%. A spill kit should be provided.</i>	N/A	No aerosols, flammable liquids or alcohol gel were observed during this risk assessment
7.5	Is the storage of any compressed gas cylinders or LPG (cylinders and bulk storage tanks) satisfactory? Detail the types & locations <i>See also Section 8 Oxygen</i> <i>Site plans to be available for the emergency services, to show the locations of the storage areas, the type, quantity and location of cylinders in each area and the location of installations using the cylinders.</i>	N/A	There are no compressed gas cylinders or LPG in the risk assessed area
7.6	Are there any fireworks or explosives used or stored? <i>Has a DSEAR assessment been completed? Explosives Regulations 2014.</i>	No	There are no fireworks or explosives stored in the risk assessed area

7.7	Is a DSEAR assessment required? Has this been completed? <i>Dangerous Substances and Explosive Atmospheres Regulations 2002 (amended 2015).</i> <i>These Regulations require the elimination or reduction of risk of fire and explosion from substances connected with work activities. They apply to places where a mixture of flammable gas, vapour, or a suspension of fine dust, in the air forms an explosive atmosphere.</i>	No	A DSEAR assessment is not required in the risk assessed area
8	Sources of Oxygen	See also Section 19: Action Plan	
8.1	Is supplemental oxygen used in these premises? <i>Detail the locations and size of oxygen cylinders, bulk liquid oxygen storage tanks and whether oxygen is piped into the building.</i> <i>Although oxygen is not a flammable gas, it supports combustion to such an extent that any fire is violently intensified and substances that are normally not combustible may be ignited. For these reasons it is regarded as a hazardous substance under the Dangerous Substances and Explosive Atmospheres Regulations 2002.</i>	No	There is no supplemental oxygen used or stored in the risk assessed area
8.2	Is the storage of any other oxidising materials in accordance with legislation? Detail the types & locations <i>Common oxidizers include Hydrogen Peroxide, Chlorine, Fluorine, Nitrous Oxide, Nitric Acid, Nitrate and Nitrite compounds, Perchloric Acid and Perchlorate compounds, and Hypochlorite compounds, such as household bleach.</i> <i>Control of Substances Hazardous to Health Regulations 2002.</i>	N/A	Oxidising materials are not used or stored in the risk assessed area
9	Arson Prevention	See also Section 19: Action Plan	
9.1	Are there measures in place to prevent arson? Detail what these are <i>For example: How is access gained to the premises? Is there a secure perimeter fence and gate for the site? Is an intruder alarm fitted & monitored? Is there security on site? Internal/external CCTV?</i>	Yes	All buildings could be subject to wilful fire raising but the premises position and external features of this property makes the risk less likely. These include a fire resistant letterbox. CCTV is installed at various locations around and in the site.
9.2	Are there any arson incidents recorded or reported?	No	There have been no arson incidents reported.
9.3	Is there any evidence of fly tipping, graffiti or vandalism in the vicinity of the building?	No	There was no vandalism, fly tipping or graffiti observed

9.4	Is external waste stored and managed appropriately? <i>Safety distance between waste containers & buildings CFPA-E Guideline No 7:2011 F-Section 5. The minimum horizontal distance between combustible objects & buildings is 2.5m.</i> <i>However, these objects should be located at least:</i> <i>4m away from buildings: 1x single 600l waste container made of glass fibre or plastic; a waste container made of steel, other combustible objects, structures and piles which are less than 1.5m high & wide.</i> <i>6m away from buildings: a group of waste containers made of glass fibre or plastic; a trolley for paper/card packages, other combustible objects, structures & piles which are less than 4m high and wide.</i> <i>8m away from buildings: skips, rubbish shelter; pallet piles, other combustible objects, structures and piles which are less than 6m high and wide</i> <i>If it is not possible to achieve any of the safety distances cited, then it is necessary that the adjacent structure is fire resistant.</i>	Yes	Waste is stored in lockable skips at the side of the premises.
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10	Industrial Processes	See also Section 19: Action Plan	
10.1	Is there a documented planned preventative maintenance schedule for any plant, machinery or vehicles?	N/A	There is no plant, machinery or vehicles that require a PPM schedule.
10.2	Are industrial processes taking place on site? <i>Detail the type & location of any of the industrial processes.</i>	No	There are no industrial processes in the risk assessed area

11	Means of Escape	See also Section 19: Action Plan	
11.1	Detail the Means of Escape. Is there an alternative direction of escape? <i>Include the access to the premises and alternative means of escape including the number of final exit doors, staircases. State whether the staircases are protected, unprotected, external or accommodation stairs.</i>	Yes	There are 5 final exits and 2 internal staircases with 1 short staircase (between Reception and Clerk's Office/Painted Room stairwell) to 1 st floor landing.
11.1a	Is there an adequate number of final exit doors from all areas for the intended occupancy of the building? <i>When assessing the safe capacity of a building at least one exit from a room or storey and one staircase must be discounted. This is assuming that in the event of fire, one exit route will be unavailable because of the fire. Assume that the largest exit width and staircase with the greatest capacity would be affected & must be discounted. There are 2 exceptions. When there is only 1 exit route or staircase. If all staircases are protected by fire-resisting lobbies or fire-resisting corridors on all floors except the top floor (or if the staircases are pressurised), all the staircases can be counted, but the exit with the greatest capacity must still be discounted on each floor. In any floor with only one exit the occupancy is limited to 60 people.</i>	Yes	There is an adequate number of final exit doors from all areas for the intended occupancy of the building

11.2	If vertical evacuation is necessary are stairways suitable in number, size & width? <i>Approved Document B Volume 2: 2019 (England: Section 3, Wales: Section 5)</i>	Yes	The stairs are nonstandard but appear adequate for the occupancy.
11.3	Are there two directions of travel from all areas? <i>Approved Document B Volume 2: 2019 (England: 2.28, Wales 4.27)</i>	Yes	There are no designated fire doors in the risk assessed area. Solid oak bespoke doors have been installed on to vertical escape routes to protect the means of escape which appear to be sound condition. A perko self closing device is provided on the kitchen door, this type is unsuitable for this application. Some doors on the ground floor are held open by wedges which is not permitted on a means of escape
11.4	Is the travel distance acceptable in all areas? <i>Approved Document B Volume 2: 2019 (England: Table 2.1, Wales: Table 2) Maintenance areas must also be considered.</i>	Yes	Travel distance is within accepted guidelines of Approved Document B
11.5	Do all doors on escape routes open in the direction of travel? <i>Approved Document B Volume 2: 2019 (England: 5.11, Wales 6.14) Will the door be used by more than 60 people? Is it in a high fire risk area?</i>	No	Some final exits do not open in direction of travel which is acceptable due to the low occupancy.
11.6	Are all internal, external & final exit routes accessible & free from obstruction, combustible materials, tripping or slipping hazards and not used for storage? <i>Do all final exits lead to a place of total safety?</i>	No	The floors are uneven with steps and different levels which are unavoidable due to the age and construction of the building.
11.7	Are floor surfaces, stairs, and handrails free from damage & safe?	Yes	The floor surfaces, stairs and handrails were well maintained and free from damage
11.8	Are permanent & temporary internal wall & ceiling finishes to appropriate standards on escape routes? <i>Approved Document B Volume 2: 2019, BS 476-7: 1997 Fire tests on building materials and structures.</i>	Yes	The walls & ceilings in the escape routes have a paint finish in the risk assessed area

11.9	Are final exits & escape routes clearly indicated with correct signage? <i>Escape route signage must display a person in motion pictogram, the words Fire Exit and an arrow showing the direction of travel. Signage must be consistent to avoid confusion. Signs should be positioned so that a person escaping will always have the next sign in sight. Signs should not be fixed to doors or sited where they could be obscured by opening doors. This is a requirement of BS 5499-4: 2013.</i>	Yes	The final exits and escape routes are clearly indicated with the correct signage
11.10	Is there any door hardware fitted to the final exit doors? Is signage fitted to detail the opening operation? <i>Final exit doors in public areas must be fitted with escape hardware to BS EN 1125: 2008. These are Panic exit devices. Final exit doors that are only used by trained personnel may be fitted with Emergency exit devices.BS EN 179: 2008 Panic and emergency exit devices</i>	Yes	The operation of final exits is readily apparent.
11.10a	Do final exit doors open easily with one movement?	Yes	Final exits are easily operable.
11.11	Are electronic security devices fitted to the doors? <i>Is this appropriate for the location?</i>	No	There are no electronically locked doors
11.12	Are hold open devices fitted to the doors?	No	There were no hold open devices observed.
11.13	Are sliding, revolving doors, turnstiles or roller shutters used as part of an emergency exit route? <i>Approved Document B Volume 2: 2019 (England: 5.15, Wales: 6.18)</i>	No	There are no sliding doors, revolving doors, turnstiles or roller shutters on the escape route from the risk assessed area.
11.14	Do external ground floor escape routes have any steps?	Yes	previously noted
11.15	Are all inner rooms, provided with detection/vision panels? <i>Approved Document B Volume 2: 2019 (England: 2.11, 2.16, Diagram 2.3, Wales: 4.10, Diagram 12) An inner room is a room from which escape is possible only by passing through another room (the access room).</i>	N/A	There are no inner rooms in the risk assessed area

11.16	Is there an external escape staircase or gangway?	No	There is no external escape staircase or gangway in the risk assessed area
12	Fire Doors	See also Section 19: Action Plan	
12.1	Are any new or additional fire doors recommended?	No	At the time of assessment, no new or additional fire doors are required
12.2	Are there any fire doors?	No	There are no designated fire doors in the risk assessed area. Solid oak bespoke doors have been installed on to vertical escape routes to protect the means of escape which appear to be sound condition. A perko self closing device is provided on the kitchen door, this type is unsuitable for this application. Some doors on the ground floor are held open by wedges which is not permitted on a means of escape
13	Compartmentation	See also Section 19: Action Plan	
13.1	Do the areas have suspended ceilings?	No	Non noted.
13.2	Is compartmentation integrity in any compartment walls & ceilings adequately maintained? ²	No	There are various penetrations in compartmentation on the mean of escape and in the basement. The basement has xtratherm insulation panels which having a class O surface spread of flame may be combustible and has gaps around the fitting points. There is an excessive gap from the basement to the underside of a staircase.
13.3	Where glazing is part of a compartment wall is the glazing fire rated? <i>Document the location</i>	No	Glazing panels are installed in a possible fire door but do not appear to be fire rated and are not displaying a fire rated mark.

13.4	Are suitable protected lobbies & corridors in place? <i>Approved Document B Volume 2: 2019 (England: 3.34, Wales: 5.34) Protected lobbies or protected corridors should be provided at all storeys above ground, except the top storey, in the following situations If the stair is the only one serving a building or part of a building that has more than one storey above or below the ground storey. If the stair serves any storey at a height of 18m or more above ground level. If the building is designed for phased evacuation. If the stair is a firefighting stair.</i>	N/A	N/A
13.5	Are there service risers or shafts?	No	On visual inspection there are no service or riser shafts in the risk assessed area
13.6	Where sun tubes are installed are they fire rated?	N/A	Sun tubes are not fitted in the risk assessed area.
13.7	Is there a risk of fire spread to or from adjoining or adjacent buildings?	Yes	The likelihood of fire spreading to the adjoining premises is possible but with a compartment wall of brick between the adjoining premises this is considered low risk.
13.8	Where fire dampers are fitted are they adequately maintained, tested and the results of the tests recorded? ³ <i>Fire dampers are used in heating, ventilation, and air conditioning (HVAC) ducts to prevent the spread of fire inside the ductwork through fire rated walls and floors</i>	N/A	It is reported that there are no fire dampers or air handling extract systems in the risk assessed area.
13.9	Do any hazard rooms have the appropriate protection? Detail the type & location of any hazard rooms. <i>Approved Document B Volume 2: 2019 (England: Appendix A, Wales: Appendix E) Oil-filled transformer room, switch gear room, boiler room, storage space for fuel or other highly flammable substances, room that houses a fixed internal combustion engine.</i>	N/A	There are no hazard rooms in the risk assessed area

Remove or reduce the risks to people from fire			
14	Controls in place: Emergency and Escape Lighting		
14.1	Are internal & external escape routes adequately illuminated for the times the building is occupied? <i>Adequate and functional normal electric lighting.</i>	Yes	The internal & external escape routes are adequately lit.

14.2	Is emergency lighting provided?	Yes	Suitable emergency lighting is installed within the risk assessed area.
14.2a	Is emergency lighting tested monthly & annually and the test results recorded? <i>BS EN 50172:2004 Emergency escape lighting systems. Regulatory Reform (Fire Safety) Order 2005: Article 15.</i>	No	The emergency lights are serviced but not tested monthly. The last service was 17 th April 2025
14.2b	Is the emergency lighting maintained or non-maintained? <i>Non-maintained emergency lights will come on in an emergency situation but will display a small LED light at all times. Maintained emergency exit signs should be installed in entertainment venues.</i>		Non-maintained emergency lights are installed.
14.2c	Is the provision of emergency lighting adequate?⁴ <i>BS 5266-1:2016 Code of practice for the emergency lighting of premises Emergency light locations: all internal & external escape routes, including all changes of direction, on stairs & ramps, by all fire extinguishers, both sides of final exit doors, by escalators, by the lifts, toilets, public areas that are larger than 60m² & open areas with an escape route running through them, high risk areas such as plant rooms.</i>	No	Due to the varying levels steps and floor surface changes the level of emergency lighting may not be adequate.
Remove or reduce the risks to people from fire			
15	Controls in place: Fire alarm system	See also Section 19: Action Plan	
15.1	Have there been any fires or fire alarm activations in the building/area in the last 2 years? Provide details	No	There have been no fire alarm activations or fires reported in the risk assessed area in the last two years.
15.2	Is a fire alarm system installed? <i>BS 5839-1: 2017 Fire detection and fire alarm systems for buildings - Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises. BS 5839-6:2019 Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.</i>	Yes	There is a fire alarm system installed.
15.2a	Is the Automatic Fire Detection system tested weekly, serviced bi-annually, and maintained? Is this recorded? <i>BS 5839-1: 2017 Fire detection and fire alarm systems for buildings - Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises.</i>	Yes	The fire alarm system was service 17 th July 2025

15.2b	Is automatic fire detection fitted on the escape routes?	Yes	Detection is fitted to the escape routes in the risk assessed area.
15.2c	Is any additional automatic fire detection required?	Yes	I would recommend additional detection is fitted to the basement, because there is a CCTV server unit and main electrical intake located there.
15.2d	Are there sufficient manual call points located near to the exit from each floor & at the building final exits? <i>BS5839-1 recommends that a manual call point should be provided adjacent to each final exit door and each exit door from upper and lower stories to a staircase. A person should not have to travel more than 30 metres to a manual call point.</i>	No	Fire alarm call points do not appear to be located at each storey exit.
15.2e	Are manual call points clear and unobstructed? Can they be operated without the need for any additional equipment?	No	A manual call point located in the "Painted room" entrance has been installed upside down and is obstructed.
15.2f	Are appropriate fire action notices provided and correctly sited? <i>Adjacent to each fire alarm call point where provided. Otherwise, adjacent to each final exit door. In sleeping accommodation, adjacent to each bedroom door with a graphical escape plan and in languages other than English as necessary. BS 5499 Safety Signs Regulatory Reform (Fire Safety) Order 2005 Article 19 It is a legal requirement, under the Regulatory Reform (Fire Safety) Order 2005, that all occupants of a building must be informed of fire safety instructions, a good solution to this is fitting fire action notices.</i>	No	The fire alarm system is not interfaced with other building systems.
15.2g	Are the detectors unobstructed so the detection of fire would not be delayed?	Yes	There was no equipment stored too near smoke or heat detectors at the time of the risk assessment.
15.2h	What is the assumed category of the fire alarm?	There is no documentation to confirm but it is assumed that a L2 (life protection) fire alarm system installed, which means that automatic and manual fire detection is installed in rooms that form part of the escape route, including corridors and all high-risk rooms (i.e. kitchens)	

15.2i	Is the fire alarm system networked or interfaced with other building systems? <i>HVAC system, gas supply, automatic fire suppression system, sprinkler system, fire ventilation system, etc.</i>	No	The fire alarm system is not interfaced with other building systems.
15.2j	Is the fire alarm system linked to a monitoring station?	Yes	Linked to a collector centre, Chubb Interfire.
15.2k	Is the fire panel suitably located? <i>The panel should normally be sited by the entrance used by the Fire and Rescue Service and preferably viewable from outside of the building.</i>	Yes	Located at the entrance to the Painted rooms entrance.
15.2l	Is the fire alarm panel fault free?	Yes	There are no faults displayed on the fire panel.
15.2m	Are there compliant zone plans in place at the fire alarm panel? <i>BS 5839-1: 2013 Fire detection and fire alarm systems for Buildings Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises. Vertical structures such as stairs, lifts & risers etc should be in separate zones.</i>	Yes	There are fire alarm zone plans displayed at the panel.
15.2n	Can everyone working in the risk assessed area hear the fire alarm?⁵ <i>If there is shift system do all people know what the alarm sounds like? Confirm audibility in showers. Only a single type of sounder (bells or sirens) and distinct from other alarms.</i>	Yes	It is reported that all staff can hear the fire alarm.
15.2o	Are visual or other non-audible fire alarm signals installed or required? <i>BS EN 54-23:2010 Fire detection and fire alarm systems. Fire alarm devices. Visual alarm devices? Noisy areas in industrial premises, tactile alarms for persons with hearing difficulties in sleeping risks.</i>	N/A	Non required.

Remove or reduce the risks to people from fire			
16	Controls in place: Fixed & Portable Fire Extinguishing Equipment	See also Section 19: Action Plan	
16.1	Are there any fire extinguishers?	Yes	Fire Extinguishers are in place in the risk assessed area
16.1a	Is the fire extinguisher provision adequate for the current risk? Detail what fire extinguishers are provided. Class A: Fires involving solid materials such as wood, paper or textiles: Water, Foam, Dry Powder, Wet Chemical Class B: Fires involving flammable liquids such as petrol, diesel or oils: Foam, Dry Powder, CO2 Class C: Fires involving gases: Dry Powder Class D: Fires involving metals: Specialist Dry Powder Class F - Fires involving cooking oils: Wet Chemical Fires involving live electrical apparatus: CO2, Dry Powder The discharge of a Dry Powder extinguisher within buildings can cause a sudden reduction of visibility and can impair breathing, which could jeopardise escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.	Yes	Provision appears adequate
16.1b	Are fire extinguishers fixed in position? Detail how BS 5306-8:2012: Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers. Extinguishers should be in conspicuous positions on brackets, on floor stands or within cabinets. If wall mounted extinguishers up to 4 kg should be mounted so the handle approx. 1.5 m from the floor. Extinguishers over 4kg should be mounted so the handle is approx. 1 m from the floor.	No	Fire extinguishers in reception are not all fixed in position.
16.1c	Are fire extinguishers provided with the correct signage? BS 5306-8:2012: Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers.	Yes	Suitable signage is in place at each extinguisher.
16.1d	Are the fire extinguishers accessible?	Yes	All extinguishers were accessible.
16.1e	Are fire extinguishers suitably located? BS 5306-8:2012: Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers. Code of practice Extinguishers should be sited in such a way that it is not necessary to travel from the site of any fire to reach an extinguisher further than the following maximum distances: Class A: 30 metres; Class B: 10 metres; Class C: 30 metres; Class D:	Yes	The quantity & type of fire extinguishers in the area are adequate & the travel distance to retrieve a fire extinguisher in an emergency is in accordance with the British Standard.

	case-by-case basis, by expert advice; Class F: 10 metres. Fires involving electrical equipment: 10 metres.		
16.1f	Have fire extinguishers been serviced within the last 12 months?	Yes	Last service date was November 2024
16.1g	Are staff trained to use fire extinguishers? <i>Regulatory Reform (Fire Safety) Order 2005 Article 13 Include catering staff and staff using high risk processes such as welding.</i>	No	It was reported that staff members have not received fire extinguisher training.
16.1	Are there any fire suppression systems present?	No	A suppression system is not fitted to this building.

Management Issues			
17	Fire Safety Arrangements	See also Section 19: Action Plan	
17.1	Is there a documented routine check of the fire precautions? <i>Regulatory Reform (Fire Safety) Order 2005 Article 11.</i>	No	There are no records that there is a suitable monitoring of the fire safety measures in the risk assessed area.
17.2	Is all upholstery and foam-filled furniture in good condition?	Yes	Upholstered furniture is all in good condition.
17.3	Are rooms used for their stated purpose?	Yes	All rooms are used for their stated purpose.

17.4	Is the fire manual suitably located? Please specify its location or state how electronic records can be accessed <i>It is recommended that the fire manual contains the following relevant information: Fire risk assessment, fire alarm plans & testing records, emergency lighting plans & testing records, firefighting equipment plans & service records, records of regular fire safety checks, plans & testing records of any electronically controlled doors, electrical wiring periodic test certificates, electrical appliance test certificates, fire evacuation procedures, records of staff fire training and fire warden training records of fire drills, heating systems service records, mechanical ventilation systems service records, inspection records for any external staircases or gangways.</i>	Yes	There is a logbook at reception.
17.5	Is any additional fire safety signage required? <i>Signs such as 'Fire Exit Keep Clear', 'Not A Fire Exit', 'No Combustible Storage' globally harmonised hazard signage, fire hydrants, etc.</i>	No	No additional fire safety signage is required.
17.5a	Have all staff received all appropriate fire safety training in the last 12 months? <i>Regulatory Reform (Fire Safety) Order 2005 Article 21.</i>	No	Staff have not received any fire safety training.
17.5b	Are all new staff given a fire safety induction on their first day in the workplace? <i>Regulatory Reform (Fire Safety) Order 2005 Article 21.</i>	Yes	Recorded in staff records.
17.5c	Is there a sufficient number of trained fire wardens/fire marshals to cover business hours and staff absences? <i>Regulatory Reform (Fire Safety) Order 2005 Article 18.</i>	No	Due to the low numbers of staff on site it is recommended that all staff are trained to the same level
17.5d	Are all employees fully aware of the fire risk assessment action plan? <i>Regulatory Reform (Fire Safety) Order 2005 Article 19.</i>	N/A	Staff should be informed of the significant findings.

		Severity of the potential injury/damage				
Likelihood of hazard happening	Negligible Risk: No foreseeable risk	Insignificant	Minor	Moderate	Major	Catastrophic
	Minor Risk: Acceptable risk	Insignificant damage to property, equipment or minor injury	Non-reportable injury, first aid treatment, minor loss of process, slight damage to property	Reportable injury, medical treatment, moderate loss of process, limited damage to property	Major injury, permanent disability, critical loss of process, critical damage to property	Fatality, catastrophic loss of business
	Moderate Risk	Moderate	Major	Major	Catastrophic	Catastrophic
	Major Risk	Moderate	Moderate	Major	Catastrophic	Catastrophic
	Catastrophic Risk: Extremely high, unacceptable risk	Minor	Moderate	Moderate	Major	Major
	Extremely likely Expected to occur frequently	Moderate	Major	Major	Catastrophic	Catastrophic
	Likely Expected to occur regularly	Moderate	Moderate	Major	Catastrophic	Catastrophic
	Possible Expected to occur occasionally	Minor	Moderate	Moderate	Major	Catastrophic
	Unlikely Could occur occasionally	Minor	Minor	Moderate	Moderate	Major
	Rare May occur in exceptional circumstances	Negligible	Minor	Moderate	Moderate	Major

Ledbury Town Council - HR8 1DH					
Observation Report Action Plan					
Date: 28 Sep 2023					
Ref	Finding	Photograph	Risk Rating	Action Required	Timescale Responsible Person Comments
1.13	Roofs voids are present but were not able to be accessed during the assessment. There is a void in the Christmas room.		Major	It is recommended that a survey is undertaken of this area to ensure there is no combustible storage in this area.	3: Undertake action within 1 month
2.8	There is no documented fire evacuation procedure		Major	An evacuation procedure should include: - What to do on discovering a fire or hearing an alarm - How to warn others if there is a fire. - Who will call the fire brigade. - The evacuation of the premises including those particularly at risk. - The location of the assembly area & who will carry out the roll call. - Who will meet the emergency services. - Any specific responsibilities It can be accompanied by a plan of the area showing: - The escape routes. - The location & type of firefighting equipment - Staff specific responsibilities in the event of a fire. - If there is anything interfaced with the fire alarm - Any specific risks to firefighters	1: Immediate action required within 24 hours
2.12	Fire evacuation drills are a legal requirement of Article 15 of The Regulatory Reform (Fire Safety) Order 2005.		Major	Carry out regular drills at different times to ensure all staff participate, this should be recorded.	3: Undertake action within 1 month

2.13	There is no Fire Strategy in place.	Moderate	It is recommended that a building fire strategy is developed. A fire strategy should contain information on the following: - Means of warning - Means of escape - Internal fire spread/passive fire protection - External fire spread - Access/facilities for the Fire & Rescue Service - Sprinklers or other suppression systems, - Smoke control and ventilation systems - Evacuation strategy - Fire safety training requirements and frequency - Company policy and procedures to be implemented in relation to fire safety - Planned preventative maintenance (PPM) schedules for the fire protection systems - Management of contractors.	3: Undertake action within 1 month	
2.15	There are no evacuation aids in place or required at the current time	Minor	Require assurance that staff, service users and visitors can evacuate independently using all available exits without the need for any evacuation aids.	5: Review as part of business plan	
3.2/3.3	Then layout of the building is complex.	Moderate	The local fire authority should be approached to carry out a familiarisation visit for operational intelligence.	4: Action within 3 months or agree plan within 6 months	
6.3	The fixed wiring test was found to be unsatisfactory.	Major	Provide assurance that an updated EICR has been completed and any C1 or C2 issues have been rectified. It is recommended that the test records are kept in the fire manual.	3: Undertake action within 1 month	

6.4	There are no generators or back up electrical systems in place in the risk assessed area.		Negligible	Generators are not required.	5: Review as part of business plan	
6.6	The portable appliance testing is now overdue.		Moderate	Ensure that the portable electrical appliances are tested in line with current guidelines.	3: Undertake action within 1 month	
6.8	Extension leads were observed during the inspection.		Major	Consideration should be given to the installation of additional sockets	4: Action within 3 months or agree plan within 6 months	
6.15	Portable electric convector heaters were located in various rooms.		Moderate	Monitor the use of heaters so they are used safely and kept away from combustible materials	5: Review as part of business plan	

7.1	It was noted that storage in some areas is no longer needed for business purposes.		Moderate	It is recommended that the fire load be reduced by removing combustible filing to an alternative location.	4: Action within 3 months or agree plan within 6 months	
9.1	All buildings could be subject to wilful fire raising but the premises position and external features of this property makes the risk less likely. These include a fire resistant letterbox. CCTV is installed at various locations around and in the site.		Minor	Maintain current precautions.	5: Review as part of business plan	
11.5	Some final exits do not open in direction of travel which is acceptable due to the low occupancy.		Negligible	No action required.	5: Review as part of business plan	
11.6	The floors are uneven with steps and different levels which are unavoidable due to the age and construction of the building.		Moderate	Staff and visitors should be vigilant and be made aware of the premises layout. External steps should be highlighted with painted nosings.	5: Review as part of business plan	

12.2	There are no designated fire doors in the risk assessed area. Solid oak bespoke doors have been installed on to vertical escape routes to protect the means of escape which appear to be sound condition. A perko self closing device is provided on the kitchen door, this type is unsuitable for this application. Some doors on the ground floor are held open by wedges which is not permitted on a means of escape	 	Major	It is recommended that a fire door survey be carried out to inform the client of the effectiveness of these doors and the glazing provided. They should provide a minimum of 30 minutes fire resistance and be fitted with cold smoke seals and intumescent strips. The doors which are fire rated should have blue fire door discs placed either side of the door. Self closing devices should be of the approved British standard type. It is recommended that where a door on a means of escape is required to be held open, this may be facilitated by the use of a door hold open device such as a Dorgard.	2: Short-term actions required within 1 week	
13.2	There are various penetrations in compartmentation on the mean of escape and in the basement. The basement has xtratherm insulation panels which having a class O surface spread of flame may be combustible and has gaps around the fitting points.		Major	I would recommend that a full compartmentation survey be carried out on the means of escape routes and basement so that the openings and penetrations can be fire stopped, this must be carried out by a competent person with approved materials. It is recommended that the ceiling be boarded with a fire rated material to provide a minimum of 30 minutes fire resistance. This must be installed by a competent person.	1: Immediate action required within 24 hours	
13.3	Glazing panels are installed in a possible fire door but do not appear to be fire rated and are not displaying a fire rated mark.		Major	Provide assurance that glazing panels are fire rated	3: Undertake action within 1 month	

13.7	The likelihood of fire spreading to the adjoining premises is possible but with a compartment wall of brick between the adjoining premises this is considered low risk.		Moderate	Maintain the wall in its current condition.	5: Review as part of business plan	
14.2a	The emergency lights are serviced but not tested monthly.		Major	Monthly flick Test: Testing should be carried out as set out in BS 5266 Part 1. The test is a short functional test which is sufficient to ensure that all emergency lights are present, clean and functioning correctly. The result of the monthly test must be recorded and, if failures are detected, these must be remedied as soon as possible.	3: Undertake action within 1 month	
14.2c	Due to the varying levels steps and floor surface changes the level of emergency lighting may not be adequate.		Major	A survey during the hours of darkness should be carried out by a competent person and where the emergency lighting is found to be inadequate then additional units should be installed.	3: Undertake action within 1 month	
15.2a	The fire alarm was serviced 17 th July 2025		Negligible	Maintain 6 monthly servicing regime.	5: Review as part of business plan	
15.2c	I would recommend additional detection is fitted to the basement, because there is a CCTV server unit and main electrical intake located there.		Major	Install detection.	3: Undertake action within 1 month	

15.2d	Fire alarm call points do not appear to be located at each storey exit		Major	Call points should be installed at each storey exit.	5: Review as part of business plan	
15.2e	A manual call point located in the "Painted room" is obstructed.		Major	The call point should be unobstructed.	1: Immediate action required within 24 hours	
16.1b	Fire extinguishers in reception are not fixed in position.		Major	Fire extinguishers should be wall mounted or placed in an extinguisher base.	3: Undertake action within 1 month	
16.1g	It was reported that staff members have not received fire extinguisher training.		Major	Article 13 of The Regulatory Reform (Fire Safety) Order 2005 requires that some appropriate members of staff should be trained to use the fire extinguishers.	4: Action within 3 months or agree plan within 6 months	
16.2	A suppression system is not fitted to this building.			None are required.	5: Review as part of business plan	

17.1	There are no records that there is a suitable monitoring of the fire safety measures in the risk assessed area.		Major	It is recommended that regular checks are undertaken & documented to ensure the provided fire precautions are readily available. This should include Check escape routes for any obstructions or hazards Visually check firefighting equipment each week for any obvious signs of use or damage. Can all final exit doors be opened easily and immediately if there is an emergency? Are any fire doors wedged open? Is there any obvious damage on any fire doors? Weekly checks to ensure that lighting is in good working order. Does any signage need replacing? Are there any holes or gaps in walls, ceilings and floors e.g., where services such as electrical cables pass through them? Check all high-risk areas (e.g., kitchens, plant rooms, electrical intakes, server rooms, boiler rooms) to ensure no combustible materials have built up	3: Undertake action within 1 month	
17.5	Additional signage is required.		Major	Fire action notices should be provided by each call point and on staff notice boards. Directional and exit signage should be installed to direct persons to the rear fire escape gate.		
17.5a	Staff have not received any recent recorded fire safety training.		Major	This is a requirement of the Regulatory Reform (Fire Safety) Order 2005 Article 21, which states that the responsible person must ensure that his employees are provided with adequate safety training - If there are new or increased risks - New or a change in work equipment The training must - Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard themselves and other relevant persons on the premises - Be repeated periodically where	3: Undertake action within 1 month	

				appropriate - Take place during working hours		
17.5c	Due to the low numbers of staff on site it is recommended that all staff are trained to the same level		Major	Ensure that staff are trained - So they know the actions to take on discovering a fire or on fire alarm activation - Help management to implement the necessary fire safety arrangements to prevent a fire from endangering the health and safety of occupants.	3: Undertake action within 1 month	

20	Endnotes
1	Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.
2	This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.
3	A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.
4	Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.
5	Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.
About the fire risk assessment	
This report constitutes a fire risk assessment as required under the relevant legislation below The Regulatory Reform (Fire Safety) Order 2005	
The risk assessment should be available for inspection by the relevant enforcing bodies.	
This risk assessment is carried out to enable the Employer or other Responsible Person to comply with the legal requirements summarised in section 1 above.	
This report is addressed to the Employer (or if applicable other Responsible Person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.	
We undertake fire risk assessments on actual and foreseeable eventualities as evident or likely. All assessments are valid and applicable at the time of the assessment. We cannot be held liable for any subsequent changes to legislation, applicable guidance documents, the premises or their use which may alter the assessments.	
We have agreed with you that this assessment should be conducted by us in accordance with and on the assumptions set out in this scope. The assessment covers all parts of the premises which are under the control of the client, where these were accessible.	
The assessment is non-invasive & is limited to that which could be observed without the aid of access equipment or tools.	
Any areas of the risk assessed area that were not checked by the assessor are set out in this risk assessment with an explanation of why they were not accessed.	
The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.	
It is the duty of the Responsible Person to action any significant findings and failure to do so may result in enforcement action by the enforcing authorities	

This fire risk assessment should be reviewed by the responsible person regularly to keep it up to date and, in any event by the date indicated on the front page of this report or at such earlier time if any of the following apply. a. There is reason to suspect that it is no longer valid. b. There has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. c. There has been significant changes to work practices or procedures. d. A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability. e. Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment. f. There has been significant changes to furniture and fixings and/or to displays or quantities of stock. g. The introduction or increase in the storage of hazardous substances. h. There has been any change in the fire precautions in the premises. i. There has been a near miss or fire incident. And in any event, at recommended intervals of no more than twelve months.	The Regulatory Reform (Fire Safety) Order 2005 imposes various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following: Responsible persons must, amongst other things, provide their employees and parents of employed children with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.	In this report: a. Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person. b. We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s). c. We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading. d. The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005
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Inspection Certificate

Work Order # 34200018

Site Name and Site Address

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, , LEDBURY, HEREFORDSHIRE, HR8 1DH

Summary of Work Performed

Summary of Work Performed

PREVENTATIVE MAINTENANCE VISIT ON THE FIRE ALARM SYSTEM:

Inspection Type: 25% Annual Test

Assumed System Category - L1

Total Number Of Systems Zones: 4

Zones Tested This Visit: 3

Back Up Batteries - Condition satisfactory

Link to ARC? - Yes

Signals received? - Yes

Zone chart in place? - Yes

Sounders & Outputs - Test ok

False Alarm Rate: 0 - None recorded

Changes To Building Layout: NO

System Fully Functional? Yes

ISSUES DETECTED:

- System wired in non fire rated cable
- clipping space on surface mounted cables is not in accordance to BS5839 part 1-5
- Spur is non compliant

quote attached to replace spur

Work Order Details

Contract No:	2087476-Standard	Work Done Description:	Detection & Alarm Routine Serv
Off Site Time:	14/10/2025 14:53	Technician:	Rashid-Jonson Dhanyal
Service PO #:		Sales PO #:	

Summary of Work Performed

Is the log book available for inspection?	Yes
Is the system satisfactory?	Yes
Have the 3 to 6 monthly checks been carried out in accordance with your work instruction CFWIDA02?	Yes
Have the Annual checks been carried out in accordance with your work instruction CFWIDA02?	Yes
Is the job complete with no revisit required?	Yes

Job Summary - Detection & Alarm

Equipment Type	Quantity		
Brigade Connection - 1	1	Brigade Connection	
		Fire Channel only connected?	No
		Fire and Fault Channel connected?	Yes
		Shared with intruder system?	No
		Signal path failed test?	No
Call Points - 2	6	Call Points	
		MAC's are of a similar operation?	Yes
		Quantity Tested	2
		Quantity Passed	2
		Quantity Failed	0
Control Panel - 3	1	Control Panel	
		Is the panel located in accordance with the British Standard?	Yes
		Is the panel in good condition?	Yes
		Are there any faults indicated?	No
		Are any devices isolated? (Log details in Job Summary)	No

Inspection Certificate

Work Order # 34200018

		Are spare glasses available?	No
		Is the panel obsolete?	No
		Is the panel config available?	No
		How many circuits have been tested?	3
		Fire control panel failure or large area of detection non functioning?	No
		Minor fire control panel fault?	No
		Detection / manual callpoint / sounder device failure?	No
Emergency Lights - 4	15	Emergency Lights	
		Does the customer require a full discharge test of the Emergency Lights?	Yes
		Have you advised the customer the EL system may take up to 24 hours to fully recharge?	Yes
		Does the system have the appropriate test facilities?	Yes
		Are fittings clean and undamaged?	Yes
		Are all inspected batteries in date?	Yes
		Have all Emergency Light checks been carried out in accordance with your work instruction CFWIDA02?	Yes
		Quantity Tested	15
		Quantity Passed	15
		Quantity Failed	0
Heat Detector - 5	1	Heat Detector	
		Quantity Tested	0
		Quantity Passed	0
		Quantity Failed	0
Point Detection - 6	24	Point Detection	
		Quantity Tested	6
		Quantity Passed	0
		Quantity Failed	0
Power Supply - 7	2	Power Supply	
		Visual inspection of Power Supply?	Yes
		Battery Size OK?	Yes
		Battery Condition OK?	Yes
		Battery Failed?	No
		Charger Size OK?	Yes
		Charger OK?	Yes
		Connections Checked?	Yes
		Battery Size	7
		Charger Voltage	27
		Quiescent Load	0.13
		Alarm Current	0.40
		Battery Voltage with Mains Disconnected	26.8
Power Supply - 8	1	Power Supply	
		Visual inspection of Power Supply?	Yes
		Battery Size OK?	Yes
		Battery Condition OK?	Yes
		Battery Failed?	No
		Charger Size OK?	Yes
		Charger OK?	Yes
		Connections Checked?	Yes
		Battery Size	3.4
		Charger Voltage	27
		Quiescent Load	0
		Alarm Current	0

Inspection Certificate

Work Order # 34200018

		Battery Voltage with Mains Disconnected	26.8
Sounders & Beacons - 9	12	Sounders & Beacons	
		Sounders are of a similar sound?	Yes
		Quantity Tested	12
		Quantity Passed	12
		Quantity Failed	0

The Fire Detection and Alarm system has been tested and inspected in accordance with BS5839 part 1 2025. However please note that nothing in this document amounts to confirmation that the system is compliant with the requirements of BS5839. Where any recommendations and/or observations have been made it is the customers responsibility to determine, in consultation with the relevant authorities, the appropriate corrective action, as detailed within BS5839 PART 1 2025 CLAUSE 44.1

Recommendations

Part Description	Part Number	Quantity	Reason	Disposition	Unit Price (GBP)	Total Price (GBP)
FIRE ALARM SECURE 230V ISOLAT	201FF852455 N	1	Replacement	Quote	112.33	112.33
STANDARD ADDITIONAL HRS.	201FC02	2	Additional	Quote	102.38	204.76
Total					214.71	317.09

Please note that there may be a labour or attendance/delivery charge if a further visit is required to supply/install this equipment. Please note that all prices shown are exclusive of VAT

Recommended Upgrades/Repairs

[!ESSENTIAL!]Quote attached to replace non compliant spur

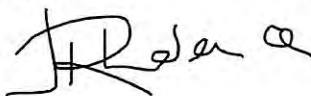
Customer Signature

In the event of any sales at the time of servicing all sales will be supplied subject to Chubb Fire standard terms and conditions of sale. A copy of which I acknowledge has been supplied to me at the time of this service.

Customer Name: Sophie

Title: Reception

Customer Signature:



Date: 14/10/2025 14:53

Thank you for your business! Satisfied customers are our highest priority. If you have any questions or comments please call us on 0344 879 1666.

Chubb Fire & Security Limited Registered Office:

Chubb House, Shadsworth Road, Blackburn, Lancashire, United Kingdom, BB1 2PR. Registered in England and Wales under company number 524469

Website: www.chubb.co.uk

FIRE EVACUATION PROCEDURES

Standard fire evacuation procedures involve immediately raising the alarm, calling the fire brigade, evacuating the building using the nearest safe exit, and accounting for all personnel at a designated assembly point. Lifts should not be used, and personal belongings should be left behind.

Planning for different types of emergencies

Your emergency plan should cover more than just fires, as the evacuation protocol can change depending on the threat.

Medical emergency: A trained first aider may be needed to provide assistance while others are evacuated or await emergency services.

Chemical spill: If the hazardous material is contained, a phased or localized evacuation might be necessary, moving people to a safe area within the building until it is safe to proceed. Only trained personnel should handle the spill.

Bomb threat or security incident: The immediate instruction may be to lock down rather than evacuate, especially if the threat is nearby. Evacuation should only happen under the guidance of emergency services.

Severe weather (e.g., tornado, earthquake): The procedure will likely involve taking shelter in a designated safe area, like an internal room or basement, rather than immediately evacuating.

Discovering a fire

Activate the alarm. Immediately sound the fire alarm by operating the nearest fire alarm call point. Shout "fire" to alert others in the immediate vicinity.

Call the fire service. Once safely out of the building, the designated person should call the emergency services. Do not assume the fire brigade has been automatically notified by the alarm system. Provide the exact address, location of the fire, and details on any missing persons.

Fight the fire (if trained and safe). Only attempt to extinguish a very small, contained fire if you are trained and can do so without personal risk. Your first priority is always to evacuate.

Out-of-hours evacuations: Procedures for out-of-hours emergencies should be clearly defined, with a process for notifying the fire service and communicating with occupants.

On hearing the fire alarm

Evacuate immediately. Do not stop to collect personal belongings. Leave the building by the nearest safe and available exit.

Close doors behind you. As you leave, close all doors, especially fire-resistant doors, to help contain the fire and smoke.

Do not use lifts. Always use the stairs. Lifts can fail during a fire, and the shafts can fill with smoke.

Assist others. Help visitors or anyone needing assistance, such as people with disabilities, but do not put your own safety at risk.

Stay low. If you encounter smoke, get low to the ground and crawl to your nearest exit, as the air will be cooler and clearer.

Follow instructions. Obey the directions of fire wardens and emergency services personnel.

At the assembly point

Go to the designated assembly point. A safe area outside the building is designated as the assembly point for everyone to gather after evacuating. The location should be well away from the building to keep people safe and clear of arriving emergency services

Roll Call/Check in. Fire wardens will take a roll call to account for all employees and regular visitors. If anyone is missing, report their last known location to the fire warden.

Note: Unreliable roll calls: A roll call may not be entirely accurate in a real emergency, as some people may not follow procedures or may have left the premises temporarily. This is why building sweeps by trained fire wardens are also necessary.

Accounting for missing persons: The fire warden reports the names and last known locations of any missing individuals to the arriving fire service officer. It is crucial that no one re-enters the building to look for them.

Visitor and contractor logs: Up-to-date sign-in systems for visitors and contractors are essential for accounting for non-employees. Using a digital visitor management system can provide real-time, accurate lists during an emergency.

Stay clear. Remain at the assembly point and do not re-enter the building until the senior fire service officer in charge has declared it safe to do so.

Planning and training

Employers and building managers have a legal responsibility to establish and maintain clear, well-rehearsed evacuation plans.

Identify a "responsible person" to manage fire safety procedures.

Conduct a risk assessment to identify fire hazards and any occupants with special needs.

Create a clear plan, with clearly marked escape routes and assembly points, and post it throughout the workplace.

Appoint and train fire wardens to assist with evacuations.

Develop Personal Emergency Evacuation Plans (PEEPs) for individuals who may need assistance, such as those with mobility impairments. This plan should be created

in consultation with any individuals who need assistance. This plan details what equipment or support is needed and how the person will be helped to a safe area.

Conduct regular fire drills, at least once a year, to ensure all staff are familiar with the procedures.

Induction for new staff: All new employees, contractors, and long-term visitors must receive a thorough briefing on emergency procedures upon starting.

Out-of-hours plans: Special procedures should be established for emergencies that occur during weekends or late at night, when staffing levels are lower.

Post-incident review: After any real or practice evacuation, a review should be conducted to identify successes and areas for improvement.

Establish roles and responsibilities

Employees will look to their leaders for reassurance and guidance when a fire emerges and the business must evacuate. Create a transparent chain of command with redundancies that state who has the authority to order an evacuation.

Chief fire warden — This employee has overall responsibility for a fire event, including planning and preparation. The chief fire warden will often ensure doors have been closed, check bathrooms, and perform a backup headcount at a safe location.

Communication with emergency services: Clear and ongoing communication with emergency responders is vital. The fire warden or designated responsible person provides information on the building layout, location of the fire, and details on any unaccounted-for individuals

Assistant fire warden — This person uses the mass alert system to notify employees, calls the fire department, and gathers reports. If your company uses an emergency communication system, ensure this person is a system admin.

Report findings: Once outside, wardens immediately report their findings to the chief fire warden or person in charge at the assembly point.

Route guides — Route guides are essential in ensuring that routes are clear and evacuation is orderly and calm.

Floor monitors — The floor monitor is the last person out after ensuring the area is clear. They'll have an assigned area to cover, ensure all employees evacuate, close doors, and report to the chief fire warden once safe.

Fire safety logs: All risk assessments, training, and drills should be documented and kept up-to-date.

OUT OF HOURS EVACUATION PROCESS

An out-of-hours evacuation process is designed for times when fewer people are present and fire wardens may not be on-site, such as evenings and weekends. The procedure relies heavily on automated systems, clear communication, and defined roles for any remaining staff or contractors.

Before an emergency

Lone worker systems: For employees working alone, systems like mobile app check-ins, regular phone call-backs, or automated monitoring devices should be used to ensure their safety.

Buddy system: Contractors, agency workers, or vulnerable individuals should be paired with a "buddy" who is responsible for helping them evacuate.

Sign-in procedures: A reliable system, such as a logbook or digital kiosk, must be in place for all after-hours visitors and contractors. This provides an accurate list of occupants for emergency services.

Fire alarm system: The alarm system must be able to automatically contact a central monitoring station or security team, which can then immediately alert the fire service.

Emergency lighting: Clear and functional emergency lighting is essential for illuminating escape routes, especially when regular lighting may be off.

Access control: All final exit doors must be unlocked or easily opened from the inside during occupied hours, even if security is a concern.

During an emergency

Evacuate immediately: Upon hearing the fire alarm, anyone in the building must immediately evacuate using the nearest safe exit.

Use designated exit: Evacuees must proceed directly to the designated assembly point and should not re-enter the building for any reason.

Lifts are off-limits: Just like during working hours, lifts should never be used, as they can fail or fill with smoke.

Report to security: Any remaining staff or lone workers should use mobile phones or internal radios to immediately report to a designated security person or the off-site contact. This confirms they have evacuated and reports anyone who may be missing.

Contact emergency services: While the alarm system should automatically notify emergency services, the first person to notice the fire or activate the alarm should confirm the call has been made.

No re-entry: No one should re-enter the building until emergency services have given the "all clear".

Accounting for people after an evacuation

Remote monitoring: After-hours security or monitoring personnel will review sign-in and lone-worker records to create a list of all known occupants.

Liaise with emergency services: This list of occupants, along with information about any potential missing persons, is communicated to the fire service upon their arrival.

Refuge points: In buildings with refuge areas for people needing assistance, communication systems (intercoms) should allow them to speak directly with security or emergency personnel.

DRAFT

LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

Minutes of Committee Meeting held on 19th September 2025

Present : Jeff Sherwood (Chair), Sue Chopping (Membership), Mal Hughes (Musical Director), Sue Hughes (Music), Sue Bettington (Social), Ronnie Parker (Joint Secretary) Ann Price (AP Treasurer) Gina Lincoln (2ndst Soprano section leader)

1. Apologies for Absence:	
Rachel Boughen (Social Media), Jane Stinchcombe (Joint Secretary)	
2. Minutes of Previous Meeting :	
The Minutes of a meeting held on the 8th July 2025 were approved.	
3. Treasurer's Report :	
- Ann confirmed she has now had all accounting records from Sonia - As of the 2nd September 17 Subscriptions had been paid - As of the 18th September the bank balance was £6,665.56p	AP
4. Secretary's Report :	
- Confirm with Dinky/Mandy if we are holding tickets for the Chairman of Town Council to attend our October concert. - To offer two tickets to the Chairman of Town Council to attend our Christmas concert.. - The monies raised at our Christmas concert usually go to the Mayor's nominated charity but this year we have a chair of Town Council who is supporting local community groups. After discussion it was decided to ask her if there was one particular group she would like the proceeds to go to, if not one suggestion put forward is that as Ledbury currently does not have a First Responder that the monies go to this new group venture.	RP JS
5. Membership Secretary's Report :	
- There are 62 members confirmed. 5 new members (2 ladies and 3 men) If they continue to attend and decide to join us they will be charge subscription fees after October concert. - Suggest that at the Christmas lights switch on we ask for a volunteer from the choir who is not singing to hand out flyers – Chair to ask at rehearsals. - A Cadence Choir has recently started in Ledbury with weekly fees (£7.00) singing Rock and Pop music. These are being set up in a lot of towns, need to see if it will affect us.	SC JS
6. Musical Director's Report :	
<u>October concert</u> we have a total of 20 pieces – 3 of which need more work and are under review to decide if we sing or not. Uniform is Black trousers/skirts, black shirt/top and red scarf /tie. No Jeans. Informal concert so tickets are free but there will be collection buckets for donation to choir funds. - We have issued 110 tickets for the October concert without advertising, but we could seat 130, Sue to print 14 more tickets as needed. RP to confirm number with Rugby club so they have sufficient staff on duty <u>Remembrance Sunday</u> – 2 Choir members to lay the wreath, Dinkie is unsure if she will be able to do it this year so Jeff Sherwood has volunteered unless any one else would like to do it, and Carol Manwaring will replace Dinkie if needed. Kate Cheetham has asked if any choir members attending would like to join and support the church choir singing 'A flower remembered' Everyone is invited back to the British Legion afterwards for a drink and buffet. <u>Christmas lights switch</u> on (23.11.2025) Sue Hughes to liaise with the band for the running order. <u>Christmas concert</u>, Sue Hughes offered to event manage but would like an assistant. Yen will do the Christmas decorations but will need support. <u>2026 – Earth day</u> pin April. It was proposed to do a casual concert friends and family, new music introduced with a proper Earth day concert 2027 this allows time to research new music. July 2026 to do a concert for Independence day. Mal to approach JMHS and other local groups to see if they would like to be involved.	MH SH SH SH MH
7. Social Activities	

	- Choir Quiz night – 14th November 7.30 start, at the British Legion Club. Bring your own nibbles buy drinks from the Bar. - Town Quiz will be 21st March 2026, Sue Bettington will liaise with Jill Jupp to organise. 2025 Christmas concert 22nd Dec raffle, tickets to be available for choir members to purchase prior to the concert. Any donations for the raffle to go to Sue Bettington. - Sue Bettington to arrange mince pies for after the Christmas concert.	SB SB SB
8. Social Media		
	- Rachel Boughen continues to maintain our Facebook page and our new Outlook email address will be added. SH will amend the website contact detail too. - A reminder that if anyone has any photos from events, please forward copies to RB on LedburyCCphotos@outlook.com.	RB ALL
9. Any Other Business: - New section Leader for 1st Altos - Judy Sang - New section leader for 2nd Altos - Sue Sherwood - Jen would like to pass on her thanks to Mandy as she was unable to do a lot of the work for the Carnival in the end and Mandy stepped in and did most of it		
Date of next meeting 30 th October 2025 –7 pm at Mallory, Long Acres, Ledbury, HR8 2AT		

CHOIR CALENDAR

As at 19th September 2025

Date	Event	Venue	Event Manager
October 13 th 7.30	Informal concert	Rugby Club	Jeff Sherwood
November 9 th 10.30am	Remembrance Sunday	War memorial town centre	
November 23 rd , 4.00pm	Christmas lights Switch on	Market House, High Street	Sue Hughes
November 14 th 7.30pm	Quiz night	British Legion	Sue Bettington
December 22 nd 7.30pm	Christmas concert	Rugby club	Sue Hughes
2026			
January	Choir holiday		
Monday 2nd February 7.30 pm	Choir Restarts	Rugby Club	
Saturday 21st March 7.30 pm	Town quiz	Community Hall	SB and Jill Jupp
Monday 6 st April	Bank holiday – no choir		
Monday 27 th April 7.30 pm	Informal Spring Concert (Earth Day)	Rugby Club	TBC
Monday 4 th May	Bank holiday – no choir		
Monday 25 th May	Bank holiday – no choir		
Monday 6th July 7.30pm	Summer Concert (Independence day)	Rugby Club	TBC
Monday 21 st Dec 7.30	Christmas concert	Rugby Club	TBC

MEETING TO DISCUSS REMEMBRANCE 2025

HELD AT LEDBURY TOWN COUNCIL OFFICES ON MONDAY, 6 OCTOBER 2025

PRESENT: Julia Lawrence (Deputy Clerk), Sophie Jarvis (Receptionist/Chairman's Secretary), Jennifer Harrison, Keith Hilton-Turvey, Bill MacKenzie, Brenda Hill, Lloyd Meredith, Mike Stephens, PC Dean Wall & PC Elliott Crump

AGENDA

1. Apologies

- No apologies were received.

2. To receive and note the minutes of the last meeting.

- The notes taken from the last meeting on Monday, 1 September 2025 were received and noted.
- Jennifer asked if it would be possible to display the VJ Day exhibition in the Market House after the Heritage Centre has shut for the season. Town Council staff informed Jennifer of the Guild of Craftsmen booking over the festive period – this to be looked into further.

3. Updates on the following:

3a. Remembrance Day – Tuesday, 11 November 2025

- The Town Council staff informed members that they will be providing refreshments in the Jacobean Room after the service at the War Memorial on Tuesday, 11 November 2025.

3b. Remembrance Sunday & Parade in Town – Sunday, 9 November 2025

- The Civic Party must not stand on the pavement next to the Almshouses, last year this restricted people's view of the Civic Party. The leader of the Civic Party must begin the line up on the road to avoid this. Diagrams to be amended accordingly.
- Bill MacKenzie will give the Town Crier the 'nod' when they are ready for the Civic Party to process into the High Street.
- Mrs Sue Furnival DL is the Lieutenancy representative this year.
- Ward Councillor, Justine Peberdy will be the Herefordshire Council representative.
- Brenda informed members that the wreath list is looking as it should.
- PC Dean Wall and PC Elliott Crump informed members about their availability to assist with anything over the Remembrance Day events and asked for people to reach out to them should they need help with specific tasks, i.e hanging out service sheets.
- Service sheets have been completed and sent to the Town Council for printing.

3c. HMS LEDBURY Involvement

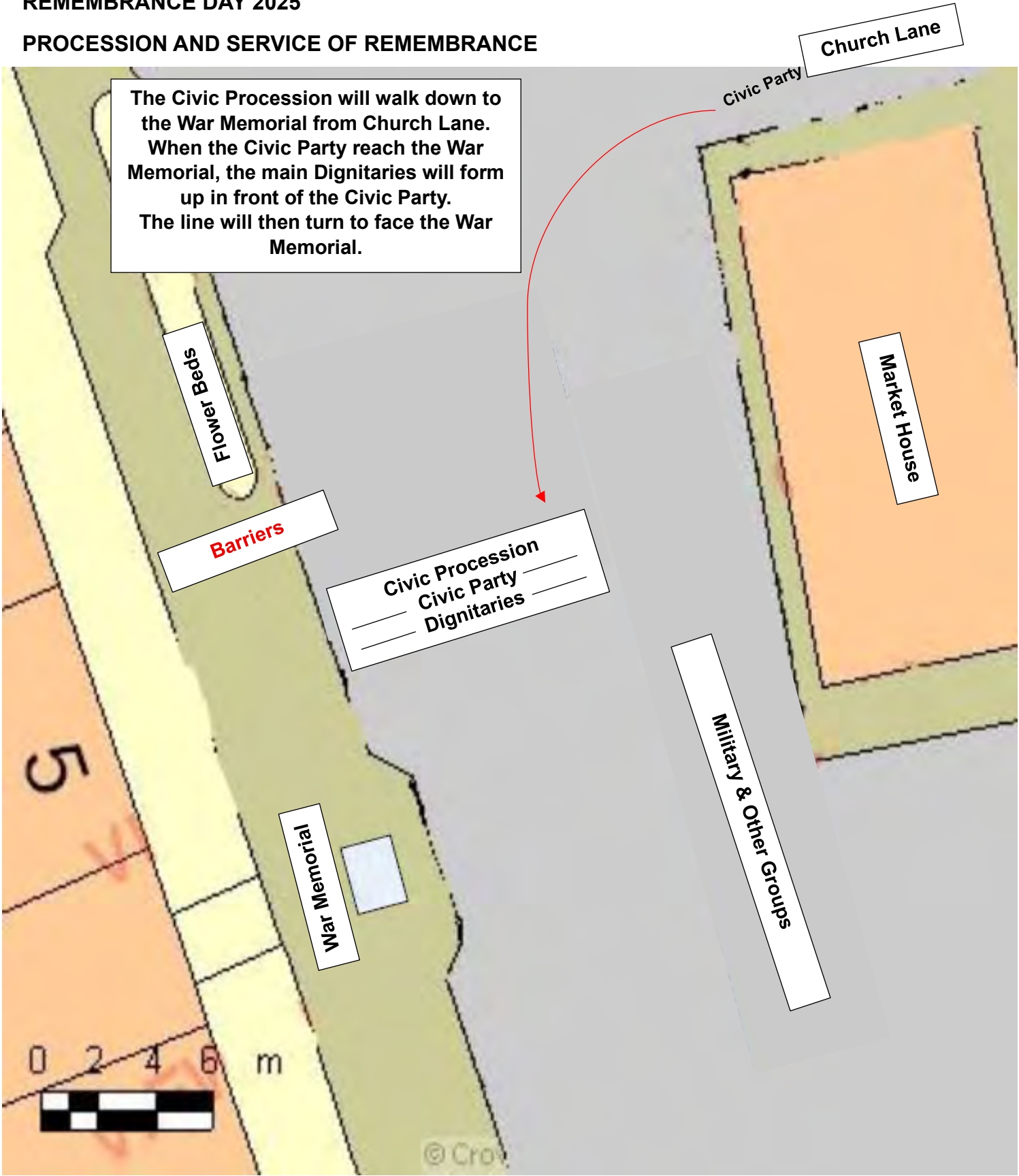
- Town Council staff informed members of the recent update from HMS LEDBURY confirming their whereabouts whilst in Ledbury for Remembrance.
- Sophie to put the HMS LEDBURY Commanding Officer in contact with the Parade Marshal.
- Brenda confirmed she has requested a grant from the Town Council to help with catering costs to host HMS LEDBURY crew members.
- There is expected to be 35-40 sailors taking part in the parade.

4. Date of next meeting

- A debrief meeting is scheduled for Wednesday, 19 November 2025 at 9:30am.

REMEMBRANCE DAY 2025

PROCESSION AND SERVICE OF REMEMBRANCE



REMEMBRANCE DAY 2025

PARADE AND PROCESSION TO CHURCH

