



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

8 November 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 14 November 2024 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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

## A G E N D A

1. **Apologies**
2. **Declarations of Interests**

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

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

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

3. **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 approve and sign as a correct record the minutes of a meeting of Council held on 31 October 2024.** (Pages 2208 - 2213)
5. **To receive and note the action sheet** (Pages 2214 - 2221)
6. **Ward Councillor Reports** (To Follow)
7. **Mayors Communications** (Verbal)
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”*
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **MINUTES**

10. **To receive and note the minutes of an extraordinary meeting of the Resources Committee held on 11 October 2024 and the minutes of a meeting held on 24 October 2024 and to give consideration to any recommendations therein** (Pages 2222 - 2225)

## **FINANCE**

11. **To approve Invoices for payment – November 2024 (interim)**  
(To follow)
12. **To receive the record of Receipts and Payments for September 2024**  
(Pages 2226 - 2235)
13. **To receive the Balance Sheet and Trial Balance for month 6**  
(Pages 2236 - 2240)
14. **Budget Monitoring Reports 1 April – 30 September 2024**  
(Pages 2242 - 2250)

15. **To confirm verification of bank statements and reconciliations for August and September**

16. **To review CCTV revenue funding 2025 – 2026** (Pages 2252 - 2264 )

17. **Grant Applications** (Pages 2266 - 2270)

Ledbury Food Group – Grant Application for 2025 Ledbury Celebration – Local Government Act 1972 s. 144, power to encourage tourism to the council's area or contribute to organisations encouraging tourism -Amount requested £1,500.00.

## **PLANNING, ECONOMY & TOURISM**

18. **To consider Planning Consultations** (Page 2272)

19. **To receive and note Planning Decisions** (Pages 2274 - 2277)

20. **Tree Preservation Order Notification** (Pages 2278 - 2282)

21. **Notification of gift of land proposal from Vistry Group**  
(Pages 2284 - 2285)

22. **To note Environmental Impact Assessment Screening Opinion in respect of application P242776** (Pages 2286 - 2287)

23. **Request for views from Wellington Heath Parish Council on road safety issues** (Page 2288)

24. **To consider an application from Lanark House Investments Ltd for a variation of a premises licence** (Page 2290)

25. **Increasing Tourism in Ledbury Update Report – October 2024 - Heritage and History** (Pages 2292 - 2295)

## **ENVIRONMENT & LEISURE**

26. **Annual play equipment inspection reports** (Pages 2296 - 2374)

## **GOVERNANCE**

27. **Outcome of Code of Conduct Complaint** (Verbal report)

28. **Consultation on Enabling remote attendance and proxy voting at local authority meetings** (Pages 2376 – 2377)

29. **Outcome of Notice of Casual Vacancy** (Pages 2378 - 2379)

## **POLICY**

30. **To approve draft Funding Policy** (Pages 2380 - 2381)

**GENERAL**

31. **Outside Bodies** (None received)

32. **Date of next meeting**

To note that the next meeting of Council is scheduled for 28 November 2024 in the Council Offices

33. **Exclusion of Press and Public**

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

34. **Recommendation from Resources Committee held on 7 November 2024 in respect of Post Holder 47** (Pages 2382 – 2384)

35. **Request from Chair of Masefield Matters Project Board** (Page 2385)

36. **Consideration of purchasing an electrically assisted pedal cycle** (Pages 2387 - 2396)

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

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

**MINUTES OF AN MEETING OF FULL COUNCIL  
HELD ON 31 OCTOBER 2024**

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**PRESENT:** Councillors, Bradford, Chowns, Harvey, Kettle, Morris and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk  
Honor Holton – Minute Taker

**C462. APOLOGIES FOR ABSENCE**

Apologies for absence were received by Councillors, Browning, Hughes and Newsham. Councillor Howells apologies were received as per his request for dispensation.

**C463. DECLARATIONS OF INTEREST**

Councillor Morris declared a non-pecuniary interest in agenda item 22 – Masefield Matters, National Lottery Heritage Funding.

**C464. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C465. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 17 OCTOBER 2024**

**RESOLVED:**

That the minutes of the Full Council meeting held on 17 October 2024 be approved and signed as a correct record, with one abstention from Councillor Bradford.

**C466. ACTION SHEET**

**RESOLVED:**

That the action sheet be received and noted.

**C467. MAYORS COMMUNICATIONS**

The Mayor spoke on the upcoming coffee morning event, which will take place on Tuesday, 19 November 2024. As well as the recent success of the Fika event.

**RESOLVED:**

To note the Mayors Communications.

- C468. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

No members of the public were present.

- C469. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

- C470. TO APPROVE INVOICES FOR PAYMENT – OCTOBER FINAL**

**RESOLVED:**

1. That a covering report be provided with the invoices for payment going forward.
2. That the October invoices for payments be approved in the sum of £6,512.86 plus vat.

- C471. GRANT APPLICATIONS**

**RESOLVED:**

1. That Ledbury Poetry be awarded a grant for £5,000 in support of the annual poetry festival. A named vote was taken the outcome of which was:

**For:**

**Councillors, Chowns, Harvey and Morris.**

**Against:**

**Councillors Bradford, Kettle and Sinclair**

**As the vote was tied the Mayor gave his casting vote in favour.**

2. That the Ledbury Community Brass Band be awarded a grant from Ledbury Town Council for £1,000 in support of a masterclass day.

**C472. TO RECEIVE AND NOTE THE NOTIFICATION OF GRANT FUNDING AWARDED FOR PAINTED ROOM**

Concerns were raised as to why this funding application has not been considered by Council prior to its submission.

**RESOLVED:**

- 1. That the notification of grant funding awarded for the painted room be received and noted.**
- 2. That the Clerk submit a draft funding policy to the next meeting of Council.**

**C473. TO RECEIVE AND NOTE THE NOTIFICATION OF LOCAL GOVERNMENT PAY AWARD**

**RESOLVED:**

**That the notification of local government pay award be received and noted.**

**C474. TO CONSIDER PLANNING AND CONSULTATIONS**

**RESOLVED:**

- 1. Application No. 242400 – Proposed drainage works and redecoration of railing. – St Katherines Hospital, High Street, Ledbury, HR8 1DZ. – Listed building consent – No objections, one abstention from Councillor Harvey.**
- 2. Application No. 242469 – First floor extension to provide accommodation for carer. – 29 Jubilee Close, Ledbury, Herefordshire, HR8 2XA – No objections, one abstention from Councillor Harvey.**
- 3. Application No. 242401 – T1 Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB. (awaiting free officer report) – Tree has recently been fell without Council approval or authorisation and will be looked into.**

**Councillor Morris reported that this tree has been fell.**

**C475. TO RECIVE AND NOTE PLANNING DECISIONS**

**That the planning decisions be received and noted.**

**C476. PARISH FOOTPATH OFFICER SCHEME**

Councillor Harvey spoke in support of local volunteers, the importance of maintaining public rights of way, as well as encouraging more people to volunteer as a footpath officer, as there is no current footpath officer in the local Ledbury area. It was also discussed that an advertisement for a parish footpath officer is to be put into the next newsletter.

**RESOLVED:**

**That Ledbury Town Council support the proposed footpath scheme.**

**C477. TO APPROVE THE DRAFT TERMS AND CONDITIONS FOR ST KATHERINE'S SQUARE**

**RESOLVED:**

**That this item be deferred to the next meeting to allow officers to consider the following points:**

- **What type of insurance people will need to hire the square such as a Public Liability Insurance.**
- **Whether the square is an alcohol-free zone and if alcohol will be allowed to be consumed or sold on the site.**
- **Whether a deposit is needed and if so how much, along with if the deposit will be refundable.**

**C478. TO APPROVE THE DRAFT BULLYING, HARASSMENT AND VICTIMISATION POLICY**

**RESOLVED:**

**That this item be deferred to the next Resources Committee Meeting to consider the following points:**

- **It was suggested that this policy should make clearer that it is for employees of the Council only, with reference to other relevant existing policies from the Council.**
- **The way in which informal complaints are made needs to be made clearer.**
- **That this policy should be approved by unions.**

**C479. HEREFORDSHIRE HISTORIES FESTIVAL – MAY 2025**

**RESOLVED:**

**That the Herefordshire Histories Festival from 10 May – 18 May 2025 be approved subject to the Community Engagement Officer liaising**

with the Histories Festival organisers and to create a short report on what Ledbury Town Council can do to help towards the event.

**C480. OUTSIDE BODIES**

None were received.

**C481. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of Council is scheduled for 14 November 2024.

**C482. EXCLUSIONS OF PRESS AND PUBLIC**

**RESOLVED:**

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

No press or public were present.

**C483. MASEFIELD MATTERS – NATIONAL LOTTERY HERITAGE FUNDING**

**RESOLVED:**

1. That a vote of thanks be sent to the John Masefield Memorial Working Party, in particular, Jane Mee, who through her work to put the funding application together has been instrumental in Ledbury Town Council being awarded the NLHF funding.
2. That Ledbury Town Council agree to underwrite the additional £20,000 matching funding, noting that it is anticipated that the Project Board will be successful in securing this funding from other sources, and instruct the Clerk to write a letter to NLHF confirming this, and reiterating that the Council has committed to £5,000 towards the £25,000 match funding.
3. That Council agree to the Clerk and Councillor Morris, as the Chair of the Project Board, being appointed as signatories for the project.
4. That Members note the Approved purposes of the funding.

- 5. That Members note the change of title of the working group from John Masefield Memorial Working Party to Masefield Matters Project Board.

The meeting ended at: 8:15 pm

Signed ..... Date .....

DRAFT

**FULL COUNCIL**  
**17.10.2024**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C197.2	That the recommendation from minute P148.2 be submitted to Hereford Council Officers for further consideration and discussion (Traffic Management report)	TC	23.10.2024	Email sent to GS asking for update on progress	In progress
<b>FULL COUNCIL 1 August 2024</b>					
C326(4)	That the Clerk investigate the legalities for the proposed change and report back to the next Full Council meeting.	TC	06.08.2024	Advice received from HALC confirms that it is legal to suspend committees and just have full council meetings, noting that it was stated in the NOM that the Resources Committee would be an exception to this and that it would continue with its current membership. The suspension of the committees meant that the positions of chairs would also be suspended.	Completed
C341	That officers seek further information on the Zero waste initiative and bring this back to Council for further consideration	CEO			
<b>FULL COUNCIL 19 September 2024</b>					
C354	Invoice for payment in the sum of £21,121.35 (plus VAT) to be approved subject to clarification in respect of payment to Festive Lighting.	TC	30.09.2024	Initial invoice included the stress testing of all anchor points and catenary wires	Completed

C362(1)	That the clerk be authorised to inform Blachere illuminations that the council wish to claim the lights owned by the Council	TC		20.09.2024	Email sent to Blachere asking for details of lights and whether they will be able to be collected by a car - Response awaited - chaser email sent 24.10.2024	Lights collected awaiting PAT Testing
C362(2)	On receipt of the lights they be PAT tested	TC		TBC	Awaiting quote from HMS Electrical	In Progress
C369	That organisations such as Ledbury Places, Civic Society, Sustainable Ledbury etc be asked whether they would be interested in supporting the work of the NDP	TC		06.11.2024	Email sent to organisations	Responses awaited
C379(1)	That the town and parish survey 2024 - Police & Crime Plan be discussed at a pre-meeting to consider items for discussion with the PCC	TC		19.11.2024	Meeting date arranged	Completed
FULL COUNCIL 10 October 2024						
C414.1	That a meeting of Councillors interested in the Climate Change Working Party be arranged to review the Terms of Reference and scope of the Working Party.	TC		26.09.2024	Meeting held 18.10.2024 - Cllr Chowns working on update of Terms of Reference following which members of CCWP will be invited to a meeting to consider	Completed
C414.2	That on completion of two above a meeting held with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.	TC		TBC following above meeting	CCWP members to be invited to a meeting to consider amended Terms of Reference when drafted	In progress

C416.2	That the weight signage report be provided to the Ward Councillors and that the Clerk follow up this report with Herefordshire Council Highways officers.	TC	23.10.2024	Request for update emailed to HC - response advised they this is now with Traffic Management at HC and response to report awaited from LTC - response provided with comments from TMWP - Cllr Simmons requesting an update on progress	Completed
C421.1+4	That the Ledbury Community Hub be awarded a grant of £500 to support he Santa's Grotto during Christmas Lights Switch-on event in November 2024 via the Local Government Act 1972 S9145(1)(a).	RFO	Oct-24	Grant to be paid on receipt of bank details - grant paid	Completed
C421.2	That the Clerk provide Councillor Bradford with the information in relation to grant funding local organisations.	TC	11.10.2024	Email sent to HALC awaiting response - response provided to Cllr Bradford	completed
C422.1	That an ICT task and finish group be established to consider the Councils IT and communications contracts and software packages such as the accounts package	TC	TBC	On hold due to staff shortages	In progress
C424.1	That Ledbury Town Council and Love Ledbury enter into a 6-month trial, whereby Ledbury Town Council will take on the management of the toilets on Bye Street.	TC	01.11.2024	Toilets reopend on 01.11.2024	Completed

C424.2	That the Clerk be authorised to sign the Partnership Agreement between Ledbury Town Council and Love Ledbury, on behalf of the Council.	2024	17.10.2024	See above	completed
C424.3	That the Clerk follow up with the Estates Officer in respect of a condition survey of the Bye Street Toilets	TC	17.10.2024	Email sent to HB - awaiting response	In progress
C428.	That the Clerk be authorised to purchase the SID unit and associated accessories at a cost of £3,248.67 plus VAT and that the funds be taken from budget line 301/4546 of the 2024/25 budget and that the remaining funds of £1,248.67 be taken from earmarked reserve 336 – Community Projects.	TC	24.10.2024	SID and accessories ordered	Awaiting delivery date
C429.	That individual Councillors provide feedback to the Mayor so that he can feed these back to Herefordshire Council in respect of the draft Charter.	Cllr Chowns			
C431.3	If Councillors have suggestions for articles to be shared in the newsletter they inform officers accordingly.	Cllrs			Ongoing
C431.4	That officers send a regular prompt to all Councillors prior to each newsletter being drafted.	CEO/Rec			Ongoing

C435.	That the Clerk be authorised to sign the Mortuary Lease between Ledbury Town Council and Co-operative Funeral Care, on behalf of the Council, subject to amendments to a number of areas within the document as highlighted by Members.	TC	07.11.2024	Awaiting final document for signing Final copy received, signed and returned	Completed
C436.1	That the works to the driveway as outlined in the Deputy Clerks report are not carried out.	DTC		DTC To notify contractors of outcome - admin contacted companies in absence of DTC	Completed
C436.2	That officers investigate "lighter options" for the works to the driveways at the cemetery.	DTC		DTC to consider alternative options - list of contractors prepared consideration of new specification for works to be prepared	In progress
C437.	That Councillor Morris attend the next meeting of the Community Hall Association meeting and advise them that he is the Council's nominated outside body representative on this committee and that he has been asked to attend the meeting on behalf of the Council to start a dialogue in respect of their concerns in relation to the future of the Community Hall	TC/Cllr Morris	23.10.2024	Email sent to Community Hall Association asking them to invite Cllr Morris, as the Council's outside body representative, to the next meeting of the Association - conversation held with CJ advised that they only have about two meetings per year and that they would ensure Cllr Morris is invited to the next meeting	Completed

C439.2	That the urgent actions taken by the Mayor and Deputy Mayor to instruct the Clerk to contact solicitors to obtain costings and initial advice in respect of the potential compensation claim as a result of the complaint from a member of the public be approved.	TC			Clerk provided update to Mayor and Deputy Mayor that Insurance company have confirmed solicitor cover - information has been provided to insurance company legal team - awaiting response	In progress
C439.3	That the costs for the additional work be taken from the budget line 220/4590, noting that should there be an overspend the Clerk will report this to Council with a recommendation that any additional costs be borne from the General Reserve and that a ceiling of £5,000 and that regular reports on progress and costs be provided to Council.	TC	on expenditure			In progress
C439.4	That Members note that regular invoices will be requested from both Hoople and the Solicitors, once appointed, and costs monitored and reported back to Council should there be an indication that the costs are nearing the ceiling of £5,000	TC	upon receipt			Ongoing
<b>FULL COUNCIL 17 October 2024</b>						
C445	That recipients of Ledbury Town Council grants be asked to have a stand on the periphery of the Mayor's civic Celebration event to promote their organisations.	TC/Rec			Invite to be sent to all grant recipients	In progress

C448.2	That the clerk review the SLA between Ledbury Town Council and the Rogers Family to establish who is responsible for the payment of the Road Closure for this event.	TC	24.10.2024	Confirm that SLA states that Rogers family will be invoiced for third party costs such as first aid and traffic management	Invoice to be sent to Rogers family
C449	That sustainable Ledbury be awarded a grant of £150.00	TC	Oct-24	Grant to be paid on receipt of bank details - grant paid	Completed
C453.2	That officers be authorised to instruct Company 3 to undertake the Geophysical survey of the area within the cemetery grounds as highlighted with the report.	TC	07.11.2024	Survey to be undertaken 07.11.2024	Completed
C453.3	That the geophysical survey be undertaken in the 2024/25 financial year and that the funds in the sum of £2,490.00 be taken from the Earmarked Reserve budget 335 "Amenity & Public Space".	DTC	See above	DTC to arrange date with Company no 3 to be carried out in 2024/25 financial year	In progress
C455.2	That the Calendar on the Town Council website, be updated with the list of town events for the next 12 months.	CEO	22.10.2024	Email sent to CEO asking for calendar to be populated - awaiting response from Website host	In progress
C461.1	That the purchasing of an electrically assisted pedal cycle, be investigated further, and alternative models be investigated and further report submitted to future meeting	TC	31.10.2024	Report to be included future agenda	In progress
C461.2	That the possibility of sponsorship for the above purchase be explored	TC		TC to draft letter for Mayor to sign - letter to be printed and signed by Mayor	In progress

FULL COUNCIL 17 October 2024						
		AC	ongoing	Accounts Clerk advised that report required	Completed	
C470(1)	That a covering report be provided with invoices for payment going forward					
C471(1)	That Ledbury Poetry be awarded a grant of £5,000	TC/AC	Nov-24	Grant to be paid on receipt of bank details	In progress	
C471(2)	That Ledbury Community Brass Band be awarded a grant of £1,000	TC/AC	Nov-24	Grant to be paid on receipt of bank details	In progress	
C472(2)	That the Clerk submit a draft funding policy to the next meeting of council	TC	14.11.2024	Policy to be included on agenda for 14.11.2024	Completed	
C476	That Ledbury Town Council support the Parish Footpath Officer Scheme	TC	07.11.2024	Email to be sent to HC	In progress	
C477	That the draft terms and conditions re St Katherine's be revisited and deferred to a future meeting	TC			In progress	
C478	That the clerk revisit the draft Bullying, Harassment and Victimisation policy and resubmit to a future meeting	TC			In progress	
C479	That the CEO liaise with the Histories Festival organisers and provide a short report for a future meeting of council	CEO			In progress	
C483	That the recommendations in respect of the Masefield Matters project be approved en-bloc	TC	06.11.2024	Outcome reported to Masefield Matters Project meeting on 06.11.2024	Completed	

**MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES  
COMMITTEE  
HELD ON 11 OCTOBER 2024**

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

**ALSO PRESENT:** Angela Price – Town Clerk

**R89. APOLOGIES FOR ABSENCE**

None received.

**R90. DECLARATIONS ON INTEREST**

None received..

**R91. TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2024**

**RESOLVED:**

**That the minutes of the meeting of an extraordinary meeting of the Resources Committee held on 11 October 2024.**

**R92. EMPLOYMENT LAW REVIEW**

Members were provided with information on the Employment Law Review Bill being introduced by the Government. The Clerk advised that both Citation and HALC were providing updates in relation to this, the most recent being the new legislation around Bullying, Harassment and Victimisation Policy and associated documents.

Councillor Harvey noted the potential increase in employers National Insurance contributions which it is rumoured will be introduced by the Chancellor in the upcoming budget. Members noted that if introduced this would have an affect on the Council's 2024/25 budget as well as future years.

**R93. DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the date of the next meeting Resources Committee is scheduled for 7 November 2024.**

R94. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

R95. **STAFFING MATTERS**

Members were provided with updates on personnel matters.

**RESOLVED:**

- 1. That the report in respect of current sickness absence be received and noted.**
- 2. That the contractors who have been maintaining the cemetery grounds be asked to continue on a limited basis for the immediate future.**
- 3. That officers draft a job specification in relation to tasks and support required through the winter months.**
- 4. That the Clerk write to Post Holder 53 advising of the requirements of their training coursework and the deadline for completion of this course.**
- 5. That the update on the Clerk's appraisal and current working practices be received and noted.**
- 6. That the Mayor and Deputy Mayor meet with the Clerk on a fortnightly basis to consider work priorities of the Council.**
- 7. That the business of the meeting of the Resources Committee on 7 November be to consider the approach to the committee structure review, making use of an example for the PET Committee drafted by Councillors Harvey and Morris.**
- 8. That the request for flexible working arrangements from Post Holder 53 be extended until Christmas 2024 to enable officers to evidence that the proposed system is working for all involved.**

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF A RESOURCES COMMITTEE  
HELD ON 24 OCTOBER 2024**

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**PRESENT:** Councillors Chowns, Harvey, Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R89. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Newsham.

**R90. DECLARATIONS OF INTEREST**

None received.

**R91. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2024**

**RESOLVED:**

That the minutes of the extraordinary meeting of the Resources Committee held on 11 October be approved and signed as a correct record.

**R92. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Resources Committee is scheduled for 7 November 2024.

**R93. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**R94. TO RECEIVE THE INITIAL INVESTIGATION REPORT**

Members had been provided with sight of the initial investigation report from Hoople.

**RESOLVED:**

1. That the four recommendations from within the Investigating Officers report be accepted.
2. That input be sought from all members of staff who are involved in undertaking aspects of the management and delivery of services at the Cemetery to see if there are other improvements that can be made.
3. That a panel sit to consider the detail of the Investigating Officers report and make a decision on what further action, if any, should be taken.
4. That the Clerk seek legal advice in terms of the detail of our response to the request for redress in the complaint under consideration.
5. That HR advice should be sought from Hoople in terms of the detail of our response to the request for redress in the complaint under consideration .
6. That relevant training options be provided to the panel for their consideration.

**R95. STAFF SICKNESS ABSENCE**

Members were advised that staff sickness absence continues to be an issue, with two key staff member's currently off sick.

**RESOLVED:**

1. That the current situation in respect of sickness absence and workloads of other staff be monitored.
2. That officers monitor the need for grounds maintenance at the cemetery with a view to asking the current contractors to undertake maintenance on an as and when needed basis.

The meeting ended at 19:51.

Signed ..... Dated.....  
(Chairperson)

06/11/2024

## Ledbury Town Council Current Year

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## Cashbook 1

User: SAE

## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/09/2024 and 30/09/2024

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 02/09/2024	277.78						
PAY	The Stone Workshop	277.78			1289	118	277.78	War Memorial Repayment
500514	Banked: 02/09/2024	991.00						
500514	Painted Room	991.00			1451	105	764.50	Painted Room sales &
					1450	105	199.70	Painted Room sales &
					1451	105	26.80	Painted Room sales &
BGC	Banked: 06/09/2024	164.00						
BGC	The Co-operative Group (CGP)	164.00			1100	102	164.00	Interment
BGC	Banked: 06/09/2024	418.00						
BGC	The Co-operative Group (CGP)	418.00			1100	102	418.00	Interment
BGC	Banked: 06/09/2024	878.00						
BGC	The Co-operative Group (CGP)	878.00			1130	102	32.50	Interment & Deed
					1100	102	845.50	Interment & Deed
INT	Banked: 09/09/2024	14.13						
INT	Lloyds Bank	14.13			1870	220	14.13	Bank Interest
	Banked: 19/09/2024	60,000.00						
736-235	Premier A/c (736) Comm Call	60,000.00			202		60,000.00	Transfer 736 - 235
BCARD	Banked: 30/09/2024	265.10						
BCARD	Barclaycard	265.10			1471	127	11.00	LTC Income
					1034	301	4.30	LTC Income
					1460	120	240.00	LTC Income
					1470	235	9.80	LTC Income
CARD	Banked: 30/09/2024	418.00						
CARD	Barclaycard	418.00			1451	105	171.00	LTC Income
					1450	105	247.00	LTC Income
Total Receipts:		63,426.01	0.00	0.00			63,426.01	

## Premier A/c (736) Comm Call

Receipts received between 01/09/2024 and 30/09/2024

## 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>
2229	Banked: 02/09/2024	190.00						
2229	Samantha Jayne Mur	190.00			1460	120	190.00	Wedding Payment
2250	Banked: 02/09/2024	74.00						
2250	Le Delice	74.00			1090	301	74.00	Charter Market
2241	Banked: 02/09/2024	37.00						
2241	Le Delice	37.00			1090	301	37.00	Charter Market
2233	Banked: 02/09/2024	79.50						
2233	M E Damsell	79.50			1090	301	79.50	Charter Market
INT	Banked: 09/09/2024	121.98						
INT	Lloyds Bank	121.98			1870	220	121.98	Bank Interest
2259	Banked: 17/09/2024	25.00						
2259	Kelly Dilley	25.00			1090	301	25.00	Charter Market
HC105279	Banked: 20/09/2024	341,200.00						
HC105279	Herefordshire Council	341,200.00			1900	220	341,200.00	Precept Income
TAYN	Banked: 23/09/2024	80.00						
TAYN	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
2262	Banked: 30/09/2024	22.00						
2262	P V Young	22.00			1090	301	22.00	Charter Market
<b>Total Receipts:</b>		<b>341,829.48</b>	<b>0.00</b>	<b>0.00</b>			<b>341,829.48</b>	

Public Sector Deposit Fund

Receipts received between 01/09/2024 and 30/09/2024

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>
Dividend	Banked: 04/09/2024	710.78					
Dividend	The Public Sector Deposit Fund	710.78			1870	220	710.78 Dividend
Total Receipts:		710.78	0.00	0.00			710.78

## Petty Cash

Receipts received between 01/09/2024 and 30/09/2024

## 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>
PCASH	Banked: 23/09/2024	210.74						
PCASH	Petty Cash	210.74			210		210.74	Petty Cash
PCASH	Banked: 23/09/2024	-10.00						
PCASH	Petty Cash	-10.00			210		-10.00	Petty Cash
Total Receipts:		200.74	0.00	0.00			200.74	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
19/09/2024	JMart	BACS	8.49		1.42	4444	235	7.07	Housekeeping
23/09/2024	Ledbury News	PCASH	1.10			4444	235	1.10	Housekeeping
24/09/2024	Three Counties Bookshop	PCASH	2.50		0.42	4444	235	2.08	Greeting Card
Total Payments:			12.09	0.00	1.84			10.25	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
19/09/2024	Lloyds A/c (235) (Bus Ext)	736-235	60,000.00			200		60,000.00	Transfer 736 - 235
27/09/2024	Hoople LTD.	BACS	-1,392.00		-232.00	4001	230	-1,160.00	Re-imbursement
27/09/2024	Hoople LTD.	BACS	-0.89		-0.15	4001	230	-0.74	Re-imbursement
Total Payments:			58,607.11	0.00	-232.15			58,839.26	

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	Advansys Ltd	DD	117.60	48055	Website hosting
03/09/2024	EE Limited	DD	14.23	607103	Wedding Co-ordinator mobile
04/09/2024	Total Merchandise	BACS	-999.44	309784	Duplication of PR Mugs
09/09/2024	Welsh Water	DD	15.38	5062237184	LTC Water
09/09/2024	Welsh Water	DD	24.47	5062237999	LTC Water
09/09/2024	Citation Limited	DD	270.13	0063014	HR Compliance Services
09/09/2024	Water Plus	DD	9.39	7001425159	LTC Water drainage
10/09/2024	Barclaycard	DD	10.00	016436890824	LTC Card Machine
10/09/2024	Barclaycard	DD	15.76	016436880824	Painted room card machine
10/09/2024	Water Plus	DD	12.80	05079278	LTC Water drainage
10/09/2024	Octopus Energy	DD	28.31	092647B-0040	Ledbury Cemetery electricity
11/09/2024	Octopus Energy	DD	243.45	30D6C022-0043	LTC electricity
12/09/2024	SLCC Enterprises Ltd	BACS	450.00	205819-1	CILCA Julia Lawrence
12/09/2024	Office Boffins	BACS	155.94	7402286	Office Chair
12/09/2024	Office Boffins	BACS	155.94	7402286	LTC Office Chair
12/09/2024	Office Boffins	BACS	-155.94	7402286	LTC Office Chair
16/09/2024	Take Payments	DD	30.00	20164-1	Card Machine
16/09/2024	Take Payments	DD	30.00	20164-2	Take Payments
16/09/2024	Citation Limited	DD	59.50	LEDB01	HR and Employment
17/09/2024	OMS UK Ltd	BACS	915.06	128126	IT Managed services
18/09/2024	E.on	DD	19.13	0033	Market House Electricity
18/09/2024	West Mercia Energy	DD	29.23	Town Clock	Barrett Browning
20/09/2024	Petty Cash	CHQ	200.74	012359	Petty Cash
23/09/2024	Staff Salaries	BACS	22,599.32	Salaries	Payroll Mth 6
23/09/2024	Staff Salaries	BACS	3,270.88	Salaries	Payroll Mth 6
23/09/2024	Staff Salaries	BACS	3,088.85	Salaries	Payroll Mth 4
23/09/2024	Staff Salaries	BACS	4,385.42	Salaries	Payroll Mth 6
24/09/2024	Ledbury Garden Machinery	BACS	40.00	20062	Strimmer Line
24/09/2024	Adobe Systems	BACS	486.00	285978513	Subscription
24/09/2024	Hoople LTD.	BACS	981.68	66845939	Temporary Administrator
24/09/2024	Hoople LTD.	BACS	902.09	66846017	Temporary Administrator
24/09/2024	Screwfix	BACS	495.20	1531447023	3 x Ladders
24/09/2024	Viking Raja	BACS	137.88	46655565	Stationery
24/09/2024	Angela Price	BACS	71.96	Re-imbursement	Rubbish Bags
24/09/2024	Caroline Owen Thomas	BACS	15.00	099	Adding New Mayor to Board
24/09/2024	Printerbase	BACS	228.14	755152	Printer Cartridges
24/09/2024	Viking Raja	BACS	197.51	4657219	Stationery
24/09/2024	Stephen Chowns	BACS	243.45	Mayor	Mayors Travel Expenses
24/09/2024	PKF	BACS	2,016.00	SB20241088	External Audit
24/09/2024	Hoople LTD.	BACS	782.70	66845974	Temporary Administrator
24/09/2024	Hoople LTD.	BACS	384.72	66845808	Temporary Administrator
24/09/2024	Dolphin Tec	BACS	221.56	019821	Photocopier Reading
24/09/2024	Quickskip Hereford Ltd	BACS	264.00	14759	Cemetery Skip Exchange
24/09/2024	Shredall Ltd	BACS	99.27	75763	Confidentiality Waste
24/09/2024	EMS	BACS	726.00	1843	Risk Assessment Mortuary
24/09/2024	Amazon	BACS	22.74	GB45HET3JAEUI	Fire Safety Alarm Covers
24/09/2024	Spadwick Motors	BACS	244.31	17152	Battery for Van

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/09/2024	Hoople LTD.	BACS	921.98	66846051	Temporary Administration
24/09/2024	PJ Nicholls Ltd	BACS	123.86	202408000004	Fuel for van and mower
24/09/2024	Ledbury Hardware Ltd	BACS	15.83	008	DIY Goods for LTC
24/09/2024	D M Property Maintenance	BACS	1,608.74	Maintenance	Contractor Works
24/09/2024	Screwfix	BACS	20.99	1535283882	Pocket Thermometer
24/09/2024	Signworx	BACS	493.00	7123	A5 Booklet
24/09/2024	Signworx	BACS	43.20	7190	A2 Posters
24/09/2024	Bliss Cleaning Services	BACS	331.80	10597	LTC Cleaning
24/09/2024	SLCC Enterprises Ltd	BACS	557.00	BK217204-1	A Price National Conference
24/09/2024	Festive Lighting Company	BACS	7,200.00	0246	Year 1 Festive lighting scheme
24/09/2024	A Price	BACS	129.90	Events	Re-imbursement
24/09/2024	HALC	BACS	300.00	H2273	CiLCA
24/09/2024	HMS	BACS	918.00	67688	Installation of PIRR Sensors
24/09/2024	NPower	BACS	160.24	H1502223	Market Stall Electricity
24/09/2024	Herefordshire Council	BACS	117.72	91651302	LTC Office Re-cycling
24/09/2024	Herefordshire Council	BACS	82.10	91652167	Waste Collection St Michaels
24/09/2024	Herefordshire Council	BACS	2,568.50	91652168	CCTV Contribution
24/09/2024	Honor Holton	BACS	1,186.64	Payroll Mth 6	Staff Salaries Mth 6
24/09/2024	Lloyds Bank	DD	16.20	437079785	Bank Charges
24/09/2024	Hoople LTD.	BACS	-0.05	66845939	Temporary Administrator
25/09/2024	Francotyp Postalia	DD	80.00	25843671	Teleset Postage
25/09/2024	Herefordshire Council	DD	696.00	85237264	LTC Rates
25/09/2024	Herefordshire Council	DD	56.00	Market House Rates	85806086
25/09/2024	Herefordshire Council	DD	100.00	8427557X	Mortuary Rates
25/09/2024	Staff Salaries	BACS	-0.01	Payroll Mth 6	Staff Salaries
26/09/2024	Herefordshire Council	DD	171.00	84275471	Cemetery Rates
27/09/2024	Lloyds Bank	DD	37.57	435798200	Bank Charges
30/09/2024	Thompson & Co	DD	55.20	19165	Payroll
30/09/2024	Onecom Limited	DD	409.03	7328938	LTC Telephone Services
30/09/2024	Thompson & Co	DD	55.20	2091825	Payroll
30/09/2024	Thompson & Co	DD	55.20	2091825	Payroll
30/09/2024	Thompson & Co	DD	-110.40	2091825	Payroll
Total Payments			61,956.80		

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2024	Lloyds A/c (235) (Bus Ext)	736-235	60,000.00		Transfer 736 - 235
27/09/2024	Hoople LTD.	BACS	-1,392.00	535041	Re-imbursement
27/09/2024	Hoople LTD.	BACS	-0.89	535041	Re-imbursement
Total Payments			58,607.11		

## Petty Cash

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2024	JMart	BACS	8.49	Petty Cash	Housekeeping
23/09/2024	Ledbury News	PCASH	1.10	Petty Cash	Housekeeping
24/09/2024	Three Counties Bookshop	PCASH	2.50	Petty Cash	Greeting Card
Total Payments			12.09		

Date : 06/11/2024

**Ledbury Town Council Current Year**

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Time: 15:15

Trial Balance for Month No: 6

User : SAE

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			9,332.48	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			8,912.54	
202	Premier A/c (736) Comm Call			416,060.20	
203	Public Sector Deposit Fund			166,870.67	
210	DNU Petty Cash				200.74
215	Petty Cash			246.40	
310	General Fund				79,263.05
324	EMR - Listed Buildings				108,678.47
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				40,855.00
336	EMR - Community Projects				19,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		263.40
1036	Photocopier Printing	235	Office Facilities & Equipment		6.00
1090	Charter Market Income	301	Planning/Economic Development		6,012.10
1100	Cemetery Interment Income	102	Cemetery & Buildings		5,542.50
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		960.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		97.50
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,230.35
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1271	Event Sponsorship	127	Services and Events		117.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		1,962.65
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		1,668.60
1451	Painted Room Donations Income	105	Painted Room		3,571.60
1460	Ceremony Room Income	120	Non-Statutory Services		3,020.00
1460	Ceremony Room Income	202	Town Council Offices		1,100.00
1470	Photocopies Income	235	Office Facilities & Equipment		15.80
1471	Dog Poop Bags	127	Services and Events		246.10
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		2,112.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		5,690.30
1900	Precept Income	220	Finance and General Purposes		682,400.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	102	Cemetery & Buildings	18,999.19	
4000	Staff Salaries	103	Grounds Maintenance	13,998.85	
4000	Staff Salaries	105	Painted Room	13,406.55	
4000	Staff Salaries	230	Management and Payroll	138,618.94	
4001	Agency Cover	230	Management and Payroll	14,808.99	
4001	Agency Cover	235	Office Facilities & Equipment	320.60	

## 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>
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	342.40	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4018	National Insurance	102	Cemetery & Buildings		0.47
4018	National Insurance	103	Grounds Maintenance	0.29	
4018	National Insurance	105	Painted Room	0.47	
4018	National Insurance	230	Management and Payroll	0.22	
4019	Pension	102	Cemetery & Buildings		0.48
4019	Pension	103	Grounds Maintenance		0.37
4019	Pension	105	Painted Room		0.01
4019	Pension	230	Management and Payroll	0.12	
4021	Rubbish Collection	101	Closed Churchyard	82.10	
4021	Rubbish Collection	202	Town Council Offices	235.44	
4050	Staff Training	230	Management and Payroll	5,196.67	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	835.80	
4110	Rates	102	Cemetery & Buildings	1,615.94	
4110	Rates	201	Market House	336.96	
4110	Rates	202	Town Council Offices	4,181.01	
4115	Water	102	Cemetery & Buildings	20.16	
4115	Water	202	Town Council Offices	405.25	
4116	Confidential Waste - Shredding	202	Town Council Offices	467.46	
4122	Electricity	102	Cemetery & Buildings	276.33	
4122	Electricity	108	Amenity Areas	547.75	
4122	Electricity	115	Town Centre Decorations	831.60	
4122	Electricity	201	Market House	127.06	
4122	Electricity	202	Town Council Offices	1,482.73	
4150	Cleaning	202	Town Council Offices	1,974.75	
4155	Housekeeping	202	Town Council Offices	175.72	
4155	Housekeeping	235	Office Facilities & Equipment	19.07	
4170	Maintenance	102	Cemetery & Buildings	839.44	
4170	Maintenance	201	Market House	5,000.00	
4170	Maintenance	202	Town Council Offices	3,256.31	
4170	Maintenance	235	Office Facilities & Equipment	190.48	
4176	CCTV Link to Hereford	118	Minor Infrastructure	7,705.50	
4183	Memorial Board	102	Cemetery & Buildings	1,077.07	
4185	Alarms	202	Town Council Offices	518.45	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,684.30	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	4,396.00	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	82.10	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	21.99	
4225	Skip Hire	102	Cemetery & Buildings	880.00	
4227	Memorial Testing	102	Cemetery & Buildings	3,119.22	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4228	General Tree works	108	Amenity Areas	1,670.00	
4233	Gazebos	118	Minor Infrastructure	410.00	
4236	Play Equipment Maintenance	110	Recreation Ground	500.00	
4271	Dog Bags	127	Services and Events	200.52	
4276	External power supply -High St	118	Minor Infrastructure	559.13	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	
4300	Vehicle Repair	102	Cemetery & Buildings	309.39	
4330	Fuel	102	Cemetery & Buildings	966.36	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,066.11	
4400	Stationery	235	Office Facilities & Equipment	2,859.03	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	370.63	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,140.98	
4415	Office Support & Equipment	102	Cemetery & Buildings	0.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,732.13	
4416	Equipment Maintenance	102	Cemetery & Buildings	687.13	
4416	Equipment Maintenance	202	Town Council Offices	82.73	
4430	Advertising	105	Painted Room	140.00	
4430	Advertising	220	Finance and General Purposes	625.00	
4433	Card Machine rental	105	Painted Room	239.79	
4433	Card Machine rental	220	Finance and General Purposes	210.00	
4434	Music Licence	105	Painted Room	166.71	
4444	Petty Cash	235	Office Facilities & Equipment	378.25	
4455	Postage	401	Full Council	300.00	
4460	Subscriptions	220	Finance and General Purposes	2,628.23	
4480	ICT-Computers	401	Full Council	2,037.67	
4481	Telephones	401	Full Council	3,602.84	
4482	Website	401	Full Council	3,578.00	
4483	ICT Services & Software Lease	401	Full Council	2,787.61	
4500	Town Mayors Expenses	225	Councillors/Newsletter	342.73	
4502	Mayor's Advertising	225	Councillors/Newsletter	786.49	
4529	Civic Insignia	210	Civic Matters	145.00	
4531	Roll of Honour	210	Civic Matters	15.00	
4535	Civic Hospitality	210	Civic Matters	78.05	
4549	Charter Market improvements	301	Planning/Economic Development	231.99	
4550	Bank Charges	220	Finance and General Purposes	212.12	
4553	Tourist Information Centre	301	Planning/Economic Development	192.50	
4579	Audit Internal	220	Finance and General Purposes	375.25	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	6,460.20	
4592	PPE/Health & Safety	102	Cemetery & Buildings	66.66	
4592	PPE/Health & Safety	220	Finance and General Purposes	17.49	

## 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>
4595	Climate Change	127	Services and Events	425.94	
4600	Town Crier/Fees & Subs	127	Services and Events	346.80	
4607	Events	127	Services and Events	1,265.78	
4640	Christmas Lights & Install	115	Town Centre Decorations	12,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,167.50	
4700	Stock Purchase	105	Painted Room	1,217.35	
4800	Barrett Browning Clock	214	Grants with Powers	187.86	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		813.96
4886	John Masefield Memorial	302	Special Projects	36.00	
4890	Unspecified Grants	214	Grants with Powers	8,210.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	5,084.20	
6000	Transfers from EMR	201	Market House		5,000.00
Trial Balance Totals :				<b>980,741.93</b>	<b>980,741.93</b>
Difference				<b>0.00</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	9,332
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	8,913
202	Premier A/c (736) Comm Call	416,060
203	Public Sector Deposit Fund	166,871
210	DNU Petty Cash	(201)
215	Petty Cash	246
<b>Total Current Assets</b>		<b>602,949</b>
<u>Represented by :-</u>		
300	Current Year Fund	345,153
310	General Fund	84,263
324	EMR - Listed Buildings	108,678
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	40,855
336	EMR - Community Projects	19,000
<b>Total Equity</b>		<b>602,949</b>



06/11/2024

## Ledbury Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4021 Rubbish Collection	0	82	0	(82)		(82)	0.0%	
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	82	82	250	168		168	32.8%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	<b>82</b>	<b>164</b>	<b>4,750</b>	<b>4,586</b>	<b>0</b>	<b>4,586</b>	<b>3.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(82)</b>	<b>(164)</b>	<b>(4,750)</b>	<b>(4,586)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	1,428	5,543	11,000	5,458			50.4%	
1130 Cemetery Memorial Permit Incom	33	961	2,500	1,540			38.4%	
1131 Cemetery Deed Transfers Income	0	98	360	263			27.1%	
1160 Mortuary Rent Income	0	1,230	2,500	1,270			49.2%	
1161 Chapel Hire	0	100	150	50			66.7%	
Cemetery & Buildings :- Income	<b>1,460</b>	<b>7,931</b>	<b>16,510</b>	<b>8,579</b>			<b>48.0%</b>	<b>0</b>
4000 Staff Salaries	4,563	18,999	40,980	21,981		21,981	46.4%	
4001 Agency Cover	0	0	2,000	2,000		2,000	0.0%	
4018 National Insurance	(625)	(0)	0	0		0	0.0%	
4019 Pension	(667)	(0)	0	0		0	0.0%	
4110 Rates	(425)	1,616	3,169	1,553		1,553	51.0%	
4115 Water	0	20	100	80		80	20.2%	
4122 Electricity	27	276	1,000	724		724	27.6%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	839	2,100	1,261		1,261	40.0%	
4181 CCTV Maintenance Contract	0	0	95	95		95	0.0%	
4183 Memorial Board	(347)	1,077	1,000	(77)		(77)	107.7%	
4200 New Equipment	0	0	1,100	1,100		1,100	0.0%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	0	2,200	2,200		2,200	0.0%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	220	880	1,760	880		880	50.0%	
4227 Memorial Testing	0	3,119	1,000	(2,119)		(2,119)	311.9%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	204	309	1,000	691		691	30.9%	
4330 Fuel	349	966	1,000	34		34	96.6%	
4340 Insurance, Tax & MOT	(246)	1,066	1,000	(66)		(66)	106.6%	
4415 Office Support & Equipment	(293)	0	0	(0)		(0)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4416 Equipment Maintenance	326	687	2,000	1,313		1,313	34.4%	
4592 PPE/Health & Safety	0	67	500	433		433	13.3%	
4594 Cemetery Mapping	0	0	375	375		375	0.0%	
Cemetery & Buildings :- Indirect Expenditure	3,086	29,922	66,129	36,207	0	36,207	45.2%	0
<b>Net Income over Expenditure</b>	<b>(1,626)</b>	<b>(21,992)</b>	<b>(49,619)</b>	<b>(27,627)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	4,394	13,999	32,030	18,031		18,031	43.7%	
4018 National Insurance	(736)	0	0	(0)		(0)	0.0%	
4019 Pension	(569)	(0)	0	0		0	0.0%	
Grounds Maintenance :- Indirect Expenditure	3,089	13,999	32,030	18,031	0	18,031	43.7%	0
<b>Net Expenditure</b>	<b>(3,089)</b>	<b>(13,999)</b>	<b>(32,030)</b>	<b>(18,031)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	447	1,669	1,000	(669)			166.9%	
1451 Painted Room Donations Income	962	3,572	3,000	(572)			119.1%	
Painted Room :- Income	1,409	5,240	4,000	(1,240)			131.0%	0
4000 Staff Salaries	8,795	13,407	8,500	(4,907)		(4,907)	157.7%	
4018 National Insurance	(188)	0	0	(0)		(0)	0.0%	
4019 Pension	(366)	(0)	0	0		0	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	140	800	660		660	17.5%	
4433 Card Machine rental	41	240	600	360		360	40.0%	
4434 Music Licence	0	167	500	333		333	33.3%	
4700 Stock Purchase	(833)	1,217	550	(667)		(667)	221.3%	
Painted Room :- Indirect Expenditure	7,449	15,171	12,050	(3,121)	0	(3,121)	125.9%	0
<b>Net Income over Expenditure</b>	<b>(6,040)</b>	<b>(9,931)</b>	<b>(8,050)</b>	<b>1,881</b>				
<b>107 Town Promotion</b>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(11,000)</b>	<b>(11,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 Amenity Areas</b>								
4000 Staff Salaries	(3,856)	0	0	0		0	0.0%	
4122 Electricity	(250)	548	1,200	652		652	45.6%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	1,684	4,540	2,856		2,856	37.1%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	1,670	2,000	330		330	83.5%	
4252 General Park Maintenance	0	0	1,000	1,000		1,000	0.0%	
Amenity Areas :- Indirect Expenditure	(3,769)	3,902	10,940	7,038	0	7,038	35.7%	0
<b>Net Expenditure</b>	<b>3,769</b>	<b>(3,902)</b>	<b>(10,940)</b>	<b>(7,038)</b>				
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	1,036	4,396	9,354	4,958		4,958	47.0%	
4206 Grounds Maintenance	0	(0)	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	22	22	1,000	978		978	2.2%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	75	75		75	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	500	5,000	4,500		4,500	10.0%	
4237 Skate Park Maintenance	0	0	1,500	1,500		1,500	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	1,158	4,918	28,429	23,511	0	23,511	17.3%	0
<b>Net Expenditure</b>	<b>(1,158)</b>	<b>(4,918)</b>	<b>(28,429)</b>	<b>(23,511)</b>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	0	0	1,000	1,000			0.0%	
Town Centre Decorations :- Income	0	0	1,000	1,000			0.0%	0
4122 Electricity	0	832	0	(832)		(832)	0.0%	
4640 Christmas Lights & Install	6,000	12,000	15,000	3,000		3,000	80.0%	
4650 Ledbury In Bloom	0	3,168	4,000	833		833	79.2%	
Town Centre Decorations :- Indirect Expenditure	6,000	15,999	19,000	3,001	0	3,001	84.2%	0
<b>Net Income over Expenditure</b>	<b>(6,000)</b>	<b>(15,999)</b>	<b>(18,000)</b>	<b>(2,001)</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	1,667	3,333	1,666			50.0%	
Minor Infrastructure :- Income	278	1,667	3,333	1,666			50.0%	0

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4176 CCTV Link to Hereford	2,569	7,706	11,275	3,570		3,570	68.3%	
4218 War Memorial Cleaning	0	0	1,000	1,000		1,000	0.0%	
4233 Gazebos	0	410	0	(410)		(410)	0.0%	
4276 External power supply -High St	153	559	120	(439)		(439)	465.9%	
4280 Station Telephone Kiosk	0	0	500	500		500	0.0%	
4285 Defibrillator Maintenance	0	339	350	11		11	96.9%	
Minor Infrastructure :- Indirect Expenditure	2,721	9,014	13,245	4,231	0	4,231	68.1%	0
<b>Net Income over Expenditure</b>	<b>(2,443)</b>	<b>(7,347)</b>	<b>(9,912)</b>	<b>(2,565)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	430	3,020	2,200	(820)			137.3%	
Non-Statutory Services :- Income	430	3,020	2,200	(820)			137.3%	0
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
<b>Net Income over Expenditure</b>	<b>430</b>	<b>3,020</b>	<b>1,200</b>	<b>(1,820)</b>				
<b>125 Green Spaces Maintenance</b>								
1710 Lengthsman (basic) Income	0	2,112	0	(2,112)			0.0%	
Green Spaces Maintenance :- Income	0	2,112	0	(2,112)				0
4013 Devolved Services (grass cutti	136	342	1,000	658		658	34.2%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
Green Spaces Maintenance :- Indirect Expenditure	136	870	4,000	3,130	0	3,130	21.8%	0
<b>Net Income over Expenditure</b>	<b>(136)</b>	<b>1,242</b>	<b>(4,000)</b>	<b>(5,242)</b>				
<b>127 Services and Events</b>								
1271 Event Sponsorship	0	117	0	(117)			0.0%	
1272 Climate Change Income	0	65	0	(65)			0.0%	
1273 Event Income	0	1,963	0	(1,963)			0.0%	
1471 Dog Poop Bags	11	246	500	254			49.2%	
Services and Events :- Income	11	2,391	500	(1,891)			478.2%	0
4271 Dog Bags	0	201	700	499		499	28.6%	
4595 Climate Change	0	426	2,000	1,574		1,574	21.3%	
4600 Town Crier/Fees & Subs	347	347	500	153		153	69.4%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4607 Events	490	1,266	8,000	6,734		6,734	15.8%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	837	2,239	11,820	9,581	0	9,581	18.9%	0
Net Income over Expenditure	(826)	152	(11,320)	(11,472)				
<u>201 Market House</u>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	0	0	1,100	1,100			0.0%	0
4110 Rates	56	337	1,760	1,423		1,423	19.1%	
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	18	127	1,600	1,473		1,473	7.9%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	5,000	5,000	0		0	100.0%	5,000
Market House :- Indirect Expenditure	74	5,464	8,560	3,096	0	3,096	63.8%	5,000
Net Income over Expenditure	(74)	(5,464)	(7,460)	(1,996)				
6000 plus Transfers from EMR	0	5,000						
Movement to/(from) Gen Reserve	(74)	(464)						
<u>202 Town Council Offices</u>								
1460 Ceremony Room Income	0	1,100	0	(1,100)			0.0%	
Town Council Offices :- Income	0	1,100	0	(1,100)				0
4021 Rubbish Collection	118	235	1,000	765		765	23.5%	
4110 Rates	1,392	4,181	7,277	3,096		3,096	57.5%	
4115 Water	62	405	590	185		185	68.7%	
4116 Confidential Waste - Shredding	0	467	780	313		313	59.9%	
4122 Electricity	232	1,483	10,000	8,517		8,517	14.8%	
4150 Cleaning	277	1,975	2,500	525		525	79.0%	
4155 Housekeeping	16	176	500	324		324	35.1%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	1,232	3,256	3,300	44		44	98.7%	
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	0	518	4,620	4,102		4,102	11.2%	
4416 Equipment Maintenance	83	83	0	(83)		(83)	0.0%	
Town Council Offices :- Indirect Expenditure	3,411	12,780	33,067	20,287	0	20,287	38.6%	0
Net Income over Expenditure	(3,411)	(11,680)	(33,067)	(21,387)				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Civic Matters</b>								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	145	400	255		255	36.3%	
4531 Roll of Honour	15	15	50	35		35	30.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	78	1,100	1,022		1,022	7.1%	
Civic Matters :- Indirect Expenditure	<b>15</b>	<b>238</b>	<b>2,782</b>	<b>2,544</b>	<b>0</b>	<b>2,544</b>	<b>8.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15)</b>	<b>(238)</b>	<b>(2,782)</b>	<b>(2,544)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
1724 Shop Front Contribution	0	4,068	0	(4,068)			0.0%	
Grants with Powers :- Income	<b>0</b>	<b>4,068</b>	<b>2,250</b>	<b>(1,818)</b>			<b>180.8%</b>	<b>0</b>
4800 Barrett Browning Clock	28	188	500	312		312	37.6%	
4805 Citizens Advice Worcs	0	2,500	0	(2,500)		(2,500)	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	55	250	195		195	21.9%	
4876 October Fair Expenditure	0	(814)	500	1,314		1,314	(162.8%)	
4890 Unspecified Grants	0	8,210	20,000	11,790		11,790	41.1%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	6,500	2,500	(4,000)		(4,000)	260.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
4896 Winter of Well Being	0	1,500	0	(1,500)		(1,500)	0.0%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	0	3,500	3,500		3,500	0.0%	
4900 Buses 4 Us	0	16,000	16,000	0		0	100.0%	
4901 John Masefield Memorial Projec	0	5,084	10,850	5,766		5,766	46.9%	
Grants with Powers :- Indirect Expenditure	<b>28</b>	<b>68,513</b>	<b>83,390</b>	<b>14,877</b>	<b>0</b>	<b>14,877</b>	<b>82.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(28)</b>	<b>(64,445)</b>	<b>(81,140)</b>	<b>(16,695)</b>				
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	847	5,690	6,000	310			94.8%	
1900 Precept Income	341,200	682,400	682,400	0			100.0%	
1902 Western Power WayLeave	0	6	126	120			4.7%	
Finance and General Purposes :- Income	<b>342,047</b>	<b>688,096</b>	<b>688,526</b>	<b>430</b>			<b>99.9%</b>	<b>0</b>
4130 Insurance	0	0	19,000	19,000		19,000	0.0%	
4430 Advertising	(25)	625	1,000	375		375	62.5%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4433 Card Machine rental	70	210	600	390		390	35.0%	
4435 Card Machine Transactions	(10)	0	0	0		0	0.0%	
4460 Subscriptions	594	2,628	5,000	2,372		2,372	52.6%	
4550 Bank Charges	54	212	500	288		288	42.4%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	375	2,500	2,125		2,125	15.0%	
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	660	6,460	10,000	3,540		3,540	64.6%	
4592 PPE/Health & Safety	17	17	500	483		483	3.5%	
Finance and General Purposes :- Indirect Expenditure	3,041	12,208	42,600	30,392	0	30,392	28.7%	0
<b>Net Income over Expenditure</b>	<b>339,006</b>	<b>675,888</b>	<b>645,926</b>	<b>(29,962)</b>				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	243	343	1,000	657		657	34.3%	
4502 Mayor's Advertising	0	786	500	(286)		(286)	157.3%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	0	0	1,500	1,500		1,500	0.0%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	
Councillors/Newsletter :- Indirect Expenditure	243	1,129	5,500	4,371	0	4,371	20.5%	0
<b>Net Expenditure</b>	<b>(243)</b>	<b>(1,129)</b>	<b>(5,500)</b>	<b>(4,371)</b>				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	69,404	138,619	283,447	144,828		144,828	48.9%	
4001 Agency Cover	1,830	14,809	8,000	(6,809)		(6,809)	185.1%	
4018 National Insurance	(23,557)	0	0	(0)		(0)	0.0%	
4019 Pension	(22,061)	0	0	(0)		(0)	0.0%	
4050 Staff Training	950	5,197	4,000	(1,197)		(1,197)	129.9%	
4051 Officers Travel/Conference/Sub	485	836	1,500	664		664	55.7%	
Management and Payroll :- Indirect Expenditure	27,051	159,461	296,947	137,486	0	137,486	53.7%	0
<b>Net Expenditure</b>	<b>(27,051)</b>	<b>(159,461)</b>	<b>(296,947)</b>	<b>(137,486)</b>				
<u>235 Office Facilities &amp; Equipment</u>								
1036 Photocopier Printing	0	6	0	(6)			0.0%	
1470 Photocopies Income	10	16	0	(16)			0.0%	
Office Facilities & Equipment :- Income	10	22	0	(22)				0

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Agency Cover	321	321	0	(321)		(321)	0.0%	
4155 Housekeeping	0	19	0	(19)		(19)	0.0%	
4170 Maintenance	0	190	1,650	1,460		1,460	11.5%	
4400 Stationery	470	2,859	3,800	941		941	75.2%	
4405 Photocopier Hire	0	371	3,280	2,909		2,909	11.3%	
4410 Photocopier Costs	185	2,141	0	(2,141)		(2,141)	0.0%	
4415 Office Support & Equipment	405	1,732	2,500	768		768	69.3%	
4444 Petty Cash	211	378	0	(378)		(378)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	1,590	8,011	11,230	3,219	0	3,219	71.3%	0
<b>Net Income over Expenditure</b>	<b>(1,581)</b>	<b>(7,989)</b>	<b>(11,230)</b>	<b>(3,241)</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	4	263	100	(163)			263.4%	
1090 Charter Market Income	318	6,012	5,500	(512)			109.3%	
1471 Dog Poop Bags	0	7	0	(7)			0.0%	
Planning/Economic Development :- Income	322	6,283	5,600	(683)			112.2%	0
4543 Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	232	2,000	1,768		1,768	11.6%	
4553 Tourist Information Centre	0	193	1,000	808		808	19.3%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	0	424	11,500	11,076	0	11,076	3.7%	0
<b>Net Income over Expenditure</b>	<b>322</b>	<b>5,858</b>	<b>(5,900)</b>	<b>(11,758)</b>				
<b>302 Special Projects</b>								
4886 John Masfield Memorial	36	36	0	(36)		(36)	0.0%	
Special Projects :- Indirect Expenditure	36	36	0	(36)	0	(36)		0
<b>Net Expenditure</b>	<b>(36)</b>	<b>(36)</b>	<b>0</b>	<b>36</b>				
<b>401 Full Council</b>								
4400 Stationery	0	7	0	(7)		(7)	0.0%	
4455 Postage	80	300	300	0		0	100.0%	
4480 ICT-Computers	(12)	2,038	1,000	(1,038)		(1,038)	203.8%	
4481 Telephones	365	3,603	5,400	1,797		1,797	66.7%	
4482 Website	98	3,578	3,000	(578)		(578)	119.3%	
4483 ICT Services & Software Lease	763	2,788	5,350	2,562		2,562	52.1%	
Full Council :- Indirect Expenditure	1,293	12,313	15,050	2,737	0	2,737	81.8%	0
<b>Net Expenditure</b>	<b>(1,293)</b>	<b>(12,313)</b>	<b>(15,050)</b>	<b>(2,737)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	345,966	721,929	725,019	3,090			99.6%	
Expenditure	57,571	376,777	725,019	348,242	0	348,242	52.0%	
<b>Net Income over Expenditure</b>	<b>288,395</b>	<b>345,153</b>	<b>0</b>	<b>(345,153)</b>				
plus Transfers from EMR	0	5,000						
<b>Movement to/(from) Gen Reserve</b>	<b>288,395</b>	<b>350,153</b>						



<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

## **TO REVIEW CCTV REVENUE FUNDING 2025–2026**

### **Purpose of Report**

The purpose of this report is to inform Members of the costs associated with the provision of CCTV coverage by Herefordshire County Council in Ledbury for the 2025/26 financial year.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

Members are reminded that the CCTV cameras situated throughout the town centre are operated from the CCTV control suite located in the Shire Hall, Hereford. Ledbury Town Council is required to contribute to the costs associated with the maintenance and surveillance of these cameras.

The attached letter outline that the current Service Level Agreement between Ledbury Town Council and Herefordshire Council for monitoring and maintenance is due to terminate on 31 March 2024.

Herefordshire Council has proposed a one-year extension of the current SLA under the same terms, as they review the operating costs of the CCTV service over the next year. A copy of the current SLA has been attached for your reference.

Additionally, included in the attachments is a letter from the Community Safety Partnership, expressing gratitude for the ongoing support of the CCTV network across the county.

Also attached is a letter received from the Community Safety Partnership expressing their appreciation of the continued support of the county's CCTV network.

Members will recall that in February 2024 it was established that Hereford City Council had withdrawn funding for the CCTV coverage and maintenance in the City, and consequently Herefordshire County Council has provided funding for the 2024/25 financial year. Since then there has been limited information in respect of CCTV funding for the City in 2025/26 and proposals to improve the provision of CCTV in Ledbury and Ross. The Clerk, along with the Clerks of Leominster and Ross, who also have SLAs in place for the provision of CCTV in their towns, raised concerns with the Leader of Herefordshire Council at the HALC Conference in October. The Leader encouraged the Clerks to reach out via email to arrange a further discussion on the subject of CCTV in Herefordshire.

An email has subsequently been sent to the Leader and a response is awaited.

### **Financial Implications**

Herefordshire Council are advising that the contribution request for 2025/26 from Ledbury Town Council would be £10,551.60, which represents a 2.7% increase (being the current RPI rate) on the 2024/25 costs.

### **Recommendation**

That Members give consideration to the attached information and agree to an extension of one-year for the monitoring and maintenance of CCTV coverage in Ledbury in 2025/26 at a cost of £10,551.60.

### **Recommendation**

Members are invited to review the attached documentation and consider the proposal to extend the monitoring and maintenance of the CCTV coverage in Ledbury for the 2025/26 financial year, at a cost of £10,551.60.

### **Attachments:**

- Letter from Herefordshire Council re 2025/26 CCTV funding costs
- Current Service Level Agreement (SLA) between Ledbury Town Council and Herefordshire Council.
- Letter from the Community Safety Partnership.

# **SERVICE LEVEL AGREEMENT CCTV**

## **1.0 Date of Agreement**

**THIS AGREEMENT** is made on the 4 June 2020

## **2.0 Parties to Agreement**

### **BETWEEN**

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

## **3.0 Duration of Agreement**

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

## **4.0 Service Level**

- 4.1** The service being provided under this Agreement is a CCTV monitoring system in and around LEDBURY in accordance with the established CCTV Code of Practice ("the Service").
- 4.2** This Agreement establishes the level of service in providing CCTV equipment ("the CCTV Equipment") and monitoring to LEDBURY areas ("the Service Level") and the annual financial contribution payable by the Service Recipient towards the Service ("the Annual Contribution").
- 4.3** The Service Level is set out in Appendix 1 and the Annual Contribution is set out in Appendix 2.

## **5.0 Services Aims and Objectives**

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

## **6.0 Payment Arrangements**

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

## **7.0 Administrations and Technical Support**

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

## **8.0 Increase/Decrease in Service and Termination**

- 8.1** Where the Council and the Service Recipient deems increases or decreases to either the level of service or the areas covered necessary, then these changes shall be negotiated and accommodated at the earliest opportunity and recorded in writing and signed by both parties as an addendum to this Agreement.
- 8.2** Each party shall give the other not less than 6 (six) months written notice of its intention to terminate this Agreement.

## **9.0 Extension of Term**

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

## **10.0 Councils Additional Responsibilities**

- 10.1** To provide a response to all complaints/enquiries within 10 working days.
- 10.2** To advise the Service Recipient of foreseeable difficulties in service delivery.
- 10.3** To routinely liaise with the Service Recipient to assess the financial and operational position of the service.

## **11.0 Service Recipients Additional Responsibilities**

- 11.1** To liaise with the Council to assess the operational position of the service.
- 11.2** To fund the level of service requested by the Service Recipient ensuring adequate provision for any agreed service improvements, or increases in areas requiring CCTV in accordance with paragraph 6.
- 11.3** To consider reports provided by the Council on the need for additional or complimentary CCTV and make clear decisions on the finance for such work.

## **12.0 Liability**

- 12.1** Save for liability for death or personal injury arising from their negligence, the Council will not be liable to the Service Recipient in respect of any loss or damages incurred by the Service Recipient as a result of a failure by the Council to provide the services.
- 12.2** Copyright of all images and tapes of all images will remain the property of the Council. However, as the nominated responsible officer for the day to day operation of the CCTV system, the CCTV Compliance Manager has a legal obligation to ensure compliance with the Data Protection Act 2018 and will make all decisions on the release of information.

**13.0 Force Majeure and Disaster Recovery Plan**

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

**14 Arbitration**

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

**Signatories to this Agreement**



Chris Jenner, Assistant Director Technical Services

The County of Herefordshire District Council

Date: 5 June 2020



Ledbury Town Council

Date 13 June 2020

## APPENDIX 1 THE SERVICE

### Locations of Cameras in LEDBURY

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

The Service shall provide:

- (a) Processing of all invoices relating to the operation of a CCTV monitoring system
- (b) Arranging the repair/replacement of the CCTV Equipment, as it becomes faulty, in accordance with its maintenance schedule
- (c) Investigation and response to all complaints from members of the public concerning the operation of the CCTV Equipment.
- (d) Liaison with operational partners including the Police on a regular basis to ensure the system is utilised to its maximum potential but still remains within the operational parameters.
- (e) To register the system under the Data Protection Act 2018 and to assess the schemes impact on the Human Rights Act 1998 and other legislation as it is introduced.
- (f) Undertaking management checks and audits as necessary to ensure the system is operated professionally and competently.
- (g) Insuring the CCTV Equipment against vandalism, damage and loss.
- (h) Providing quarterly incident reports and annual updates on the Service.
- (i) Managing the contract with the third party contractor ("the Contractor") that operates the CCTV system and the CCTV Control Room on behalf of the Council ("the Third Party Contract").
- (j) Ensuring any breakdowns/technical faults are minimized and rectified as soon as is reasonably practicable in order that down time is minimal and the Service outlined can be delivered as per specification set out in the Third Party Contract. (The Third Party Contract requires engineers to attend to any critical faults within 6 hours between the hours of 10:00 and 18:00 Sunday to Thursday and 10:00 and 21:00 Friday and Saturday, and non critical faults within 24 hours Monday to Friday.)

## **Operational Parameters**

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

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

- (a) To detect, prevent or reduce the incidence of property crime and offences against the person.
- (b) To reduce theft of vehicles and theft from vehicles, both on street and in the car park.
- (c) To improve general security, both in terms of personal security and security of buildings and premises. To make LEDBURY a safer area in which to live.
- (d) To improve communication and the operational response of Police patrols in and around the area.
- (e) To reduce the level of crime, anti-social behaviour and public disorder.
- (f) To identify and respond effectively to all harassment.
- (g) To reduce graffiti, vandalism and other criminal damage within the surveillance area to improve the environment and reduce maintenance costs.

## **System Operation**

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

- (a) To record images from all cameras in the area 24 hours per day throughout the year and manage the supporting storage system.
- (b) To staff the control room during agreed (contracted) hours throughout the year with competent CCTV operators.
- (c) To respond to criminal incidents in and around the LEDBURY area as referred to the control room from other agencies/partners.
- (d) To monitor proactively the LEDBURY area with the intention to identify criminal and anti-social behaviour.
- (e) To record all observed incidents of criminal and anti-social activity, and refer such activity to the appropriate agency for a response.
- (f) To provide recorded material of acceptable evidential standards to the Police for criminal prosecutions. Such evidence will include all necessary paper work, operator logs and witness statements.

- (g) To undertake pre-arranged presentations of the systems effectiveness to community representatives from LEDBURY.
- (h) To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018.

## APPENDIX 2 –SUMMARY OF ANNUAL CONTRIBUTION

### Contribution made in 2020/2021

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

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

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

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

**Economy & Environment**  
Corporate Director Ross Cook

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

31<sup>st</sup> October 2024

Dear Angie,

**CCTV REVENUE FUNDING 2025 - 2026**

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

The existing Service Level Agreement (SLA) between Ledbury Town Council and Herefordshire Council for CCTV monitoring and maintenance is due to terminate on the 31<sup>st</sup> March 2025.

You will be aware that additional CCTV coverage is currently being planned in Ledbury. Furthermore the CCTV service is undergoing a period of transformation with preparations to move the CCTV Control Room from the Shirehall into Maylord Orchards, with these works planned to commence in May/June next year. This will allow the CCTV service to improve its functionality and wider support, whilst continuing to monitor and maintain the existing public CCTV infrastructure across Herefordshire.

Accordingly, alongside the addition of new CCTV, during the next twelve months we will be reviewing future operating costs for the CCTV service, which would incorporate proposals for amended SLA's with our key stakeholders.

However, for the period 2025-2026, in accordance with Clause 9 of the existing SLA, should Ledbury Town Council wish to extend this agreement beyond the expiry of the initial term, Herefordshire Council would propose a one (1) year extension on the same terms of the existing SLA. We would ask that any confirmation to extend the current SLA be made in writing at least three (3) months before the expiry date.

The requested contribution from Ledbury Town Council towards CCTV in Ledbury for the next financial year, 2025-26, would be **£10,551.60**.

This amount has been calculated using this year's figure (£10,274.20) with a percentage increase of **2.7%**, being the RPI rate announced for September 2024.

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

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

Yours sincerely,

**Interim CCTV & Regulatory Intelligence Manager**



# Herefordshire

## Community Safety Partnership

01 NOV 2024

Ledbury Town Council  
Ledbury Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

Your Ref: NA  
Our Ref: CSP/2024/1  
E-mail: [Helen.wain@westmercia.police.uk](mailto:Helen.wain@westmercia.police.uk)

F.A.O. Ms Angie Price, Town Clerk

29 October 2024

Dear Sir or Madam,

### THE VALUE OF CCTV IN ENHANCING PUBLIC SAFETY AND THE NEED FOR CONTINUED SUPPORT

I am writing to you as Chair of the Herefordshire Community Safety Partnership (HCSP) to express our appreciation for your continued support of the county's CCTV network. The system plays an essential role in safeguarding our communities, deterring crime, and assisting in criminal investigations. Your contribution has been key to maintaining this vital service.

As you know, the CCTV network provides round-the-clock coverage across Herefordshire, supporting both crime prevention and rapid response efforts by community safety partners. Over the past year, the system has been instrumental in a number of investigations, helping to ensure the successful prosecution of serious offences. Beyond its role in crime detection, CCTV significantly improves the safety of public spaces, benefiting both residents and businesses alike. The development of the system across the county in recent years with government Safer Streets funding has been recognised nationally, winning the regional award for 'Making Spaces Safer' in tackling violence against women and girls. However, with Hereford City Council's withdrawal from the funding agreement earlier this year, we are facing new challenges to the financial sustainability of the service. Herefordshire Council has stepped in to cover the shortfall for this financial year, but a long-term solution is necessary to ensure continued operation. We understand the financial pressures that all local authorities and partners face, but we firmly believe that the ongoing benefits of this service far outweigh the costs.

In the coming weeks, Herefordshire Council will send you a letter regarding the funding contributions for the next financial year (2025–2026). We encourage you to review this information and continue supporting the service, as it remains a critical element in keeping our communities safe.

If you would like to discuss the value of the CCTV service further or arrange a visit to the Control Room to see how the system operates, please do not hesitate to reach out. We look forward to continuing our collaboration and maintaining the security of Herefordshire.

Thank you again for your partnership and commitment.

Yours faithfully,



**Superintendent Helen Wain**  
**West Mercia Police**  
**Chair of Herefordshire Community Safety Partnership**

Herefordshire Community Safety Partnership  
C/o Council Offices, Plough Lane, Hereford, HR4 0LE  
[admin.sbu@herefordshire.gov.uk](mailto:admin.sbu@herefordshire.gov.uk)  
Page 3226000381



31 OCT 2024

**Funding Request of more than £500****Grant Application Form****1. Tell us about your organisation<sup>1</sup>**

<b>Contact Name:</b>	David McCauley	
<b>Position:</b>	Treasurer	
<b>Organisation:</b>	Ledbury Food Group	
<b>Contact Address:</b>	[REDACTED]	
<b>Telephone Number:</b>	01531 634033	
<b>E-mail:</b>	david@ledburyfoodgroup.org	
<b>Status of Organisation: (delete as appropriate)</b>	Other (specify): Community Group	
<b>Charity/Company No. (if applicable)</b>	N/A	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	<b>Less than 1 year</b>	
	<b>1-5 years</b>	
	<b>More than 5 years</b>	<b>X</b>
<b>What does your organisation do?</b>	We organise and support local food events to promote local food and drink. We maintain a website and database of local producers, retailers and members of the public.	

<sup>11</sup> 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](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

## 2. Tell us what support you need

<b>Project title:</b>	<b>The Ledbury Celebration – Local Food and Drink, Poetry, Music and Heritage – Sunday 6<sup>th</sup> July 2025</b>  <b>Event – 11am to 4pm</b>  <b>In St Katherine's Square and Car Park</b>
<b>Project duration (mm/yy):</b>	Start: ... November 2024 End: ... July 2025
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input checked="" type="checkbox"/> Youth <input type="checkbox"/>
<b>Who will benefit from the project?</b>  <p>(please tell us what groups will benefit and approximately how many people will benefit in total)</p>	Producers and retailers of locally produced food and drink and the wider community who visit the event. The promotion of Ledbury as a place to visit. Local musicians and poets who perform, food and sustainability related local organisations by publicising their activities, and this year we will be inviting local crafts.
<b>What evidence do you have of local need/demand for the proposed project/activity?</b>  <p>(This might be survey work or statistical evidence)</p>	We have run this event annually since 2014, taking over a long-standing event on the last day of the Ledbury Poetry Festival. Most recently, in 2024, we had 18 producer stalls and approximately 1,000 people attending, with a programme of entertainment extending for 4 hours. The event has a regular and local clientele. If space allows we open it to local groups – in 2024 Ledbury Carnival had a stand to publicise their event.
<b>What support have you received for this project?</b>  <p>(Please tell us about any expressions of support you have received from outside your</p>	Ledbury Poetry. Our event takes place on the last day of the Poetry Festival and we get a lot of support in areas of stewarding and entertainment, including al fresco poetry

organisation)	<p>performances.</p> <p>Ledbury Town Council has supported this event with the loan of gazebos and barriers and as a partner with the general arrangements.</p>
<b>How will the project be managed and how will you measure its success?</b>	<p>A group representing the Food Group, Ledbury Poetry and Ledbury Town Council will organise the event with reference to their own organisations. Success is measured by the number of visitors, the success of our stall holders in selling and promoting their produce, the ensuing dissemination of our local food message and the response to the music and poetry programme.</p>
<b>Please give key milestones for your project, including approximate dates.</b>	<p>Start of Planning – November</p> <p>Invitations to participate – January</p> <p>High level arrangements – February/March</p> <p>Booking essentials – end March</p> <p>Stalls and entertainment confirmed – April</p> <p>Detailed arrangements and Publicity – May and June</p> <p>Event – 6<sup>th</sup> July 2025</p>
<b>How will your organisation acknowledge the Town Council's funding support?</b>	<p>We will mention the funding support in our copy for local newspapers and magazines, on our website, posters and handouts and other publicity and we will inform producers and participants.</p>
<b>Do you work with other Ledbury groups or would you be open to doing so in future?</b>	<p>We work with Ledbury Food Bank, Sustainable Ledbury, those mentioned above and wider the Herefordshire Food Alliance.</p>

### 3. Tell us how you plan to fund your project

<b>What is the total cost of the project?</b>	<b>£3,704.00</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£1,500.00</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b>	Yes, £1,500 in 2024 for the same event and a similar amount in 2023.

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

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
<i>Herefordshire Community Foundation</i>	<i>£1,500.00</i>	<i>X</i>	

#### **4. Further information provided in support of your application**

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

#### **5. Declaration by the applicant**

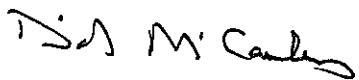
**I/we declare that, to the best of my/our belief, the information given on this**

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.

<b>Signed:</b>	
<b>Name (s):</b>	DAVID M. CAULEY
<b>Date:</b>	30th. OCTOBER 2024

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](mailto:clerk@ledburytowncouncil.gov.uk)



<b>FULL COUNCIL</b>	<b>7 NOVEMBER 2024</b>	<b>AGENDA ITEM: 18</b>
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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.

	<b>Application Number</b>	<b>Deadline for comments/ determination</b>	<b>Application details</b>
1	<a href="#">242541</a>	Deadline for comments 21/11/2024 Deadline for Determination 27/11/2024	Proposed alterations to principal elevation in the form of new doors and windows, in a more outward position. - <b>10 New Street, Ledbury, Herefordshire, HR8 2DX.</b>
2	<a href="#">242738</a>	Deadline for comments 27/11/2024 Deadline for Determination 04/12/2044	Works to Trees in Conservation Area – Proposed works to western red cedar – to reduce the tree by 30% to take it back to the work done in May 2012. The tree is now grown so tall that it is excessively shading the garden

### **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
<b>LTC MEETING 9 February 2023</b>				
<a href="#"><u>230103</u></a>	Proposed variation of condition 2 of planning application 200066 (Demolition of retail building (A1) and erection of production building (B2)) – additional HGV yard, 1 loading bay to be added 3 loading bays to be removed and parking spaces to be consolidated to the south of the extension - <b>Countrywide Stores Dymock Road Ledbury Herefordshire HR8 2JQ</b>	<b>OJ</b>	No objection	<b>No decision</b>
<b>LTC MEETING 14 MARCH 2024</b>				
<a href="#"><u>240558</u></a>	Addition of internal insulation to first floor external walls - <b>Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING</b>	<b>EA</b>	No objection	<b>No decision</b>
<b>LTC MEETING 16 MAY 2024</b>				
<a href="#"><u>240894</u></a>	Proposed replacement detached dwelling and extension to residential curtilage, following demolition of existing dwelling and detached dwelling – <b>Land at Bella Vista, Parkway, Ledbury, Herefordshire, HR8 2LG.</b>	<b>GF</b>	That Ledbury Town Council withhold any comments on planning application no. 240894 until a response to the Senior Landscape Officers report is received by Herefordshire Council.	<b>No decision – email sent to enquire on whether extension was granted and whether further information has been received</b>
<b>LTC MEETING 20 JUNE 2024</b>				
<a href="#"><u>240246</u></a>	Change of use of unused room in my residence for my nail business – <b>4 Masefield Close, Ledbury, Herefordshire, HR8 2AD</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 18 JULY 2024</b>				
<a href="#"><u>241353</u></a>	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the	<b>EA</b>	That a response of no objection be submitted,	<b>No decision</b>

	existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding area and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – <b>Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR</b>		noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the loss of a business such as Homebase and what it offers at a time when there are a number of new housing developments which would benefit from this type of store.	
<b>LTC MEETING 19 SEPTEMBER 2024</b>				
<a href="#"><u>241918</u></a>	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings – <b>Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX</b>	<b>NS</b>	No objection	<b>No Decision</b>
<a href="#"><u>241919</u></a>	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings – <b>Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX – LISTED BUILDING CONSENT</b>	<b>NS</b>	No objections	<b>No Decision</b>

<a href="#"><u>240558</u></a>	Re- Consultation: Addition of internal insulation to first floor external walls – <b>Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ</b>	<b>EA</b>	Deferred – abstention from Councillor Harvey	<b>No Decision</b>
<a href="#"><u>242179</u></a>	To fell Robinia to ground level -highly infected with mistletoe, which has caused large diameter limbs to fall. The upper canopy is also showing signs of dieback. Silver birch reduction – To reduce over hanging limbs growing towards neighbouring buildings by 2-3 meters. The in remaining canopy – <b>Abbey House, 37 The Homend, Ledbury, Herefordshire, HR8 1BP</b>	<b>Tree Officer</b>	No objections	<b>Trees in Cons Area Works Can Proceed</b>
<b>LTC MEETING 10 OCTOBER 2024</b>				
<a href="#"><u>242318</u></a>	Proposed new hanging sign and internal window vinyl – <b>18 New Street, Ledbury, Herefordshire, HR8 2DX – Advertisment Consent</b>	<b>NS</b>	No objections	<b>Approved</b>
<a href="#"><u>242320</u></a>	Proposed new hanging sign and internal window vinyl – <b>18 New Street, Ledbury, Herefordshire, HR8 2DX – Listed Building Consent</b>	<b>NS</b>	No objection	<b>Approved with Conditions</b>
<a href="#"><u>242336</u></a>	Proposed removal of condition 3 of planning permission MH94/0153 (conversion to dwelling) – the condition on the planning permission no longer meets the 6 tests of planning conditions – <b>Farm Building and Land at Walls Hills Farm, Bush Pitch, Ledbury, Herefordshire, HR8 2PR</b>	<b>AM</b>	No objection	<b>No Decision</b>
<a href="#"><u>242401</u></a>	T1 – Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – <b>South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB</b>	<b>Tree Officer</b>	Comment deferred pending tree officer report – report requested in response on line	<b>Trees in Cons Area Works Can Proceed</b>
<b>LTC MEETING 17 OCTOBER 2024</b>				
<a href="#"><u>242309</u></a>	Proposed extension of an existing gym and store out building to provide more gym floor space – <b>Ledbury Rugby Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP</b>	<b>NS</b>	No objection - Cllr Harvey abstained due to being a ward Councillor	<b>No decision</b>
<a href="#"><u>242349</u></a>	Proposal of 2 conservation roof windows to provide natural light and ventilation to family bathroom – <b>Annexe, Dingwood Park Farm, Parkway, Ledbury, Herefordshire, HR8 2JD – LISTED BUILDING CONSENT</b>	<b>NS</b>	No objection	<b>No decision</b>

<a href="#">242364</a>	Proposal of 2 conservation roof windows to provide natural light and ventilation to family bathroom - <b>Annexe, Dingwood Park Farm, Parkway, Ledbury, Herefordshire, HR8 2JD</b>	<b>NS</b>	No objection	No decision
<a href="#">242379</a>	1 change of use from dwelling to use class C2 (dwelling to support up to two children) – <b>1 Spring Grove, Ledbury, Herefordshire, HR8 2XB</b>	<b>AM</b>	No objection	No decision
<a href="#">242401</a>	Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours – <b>South Parde House, South Parade, Ledbury, Herefordshire, HR8 2HB</b>	<b>Tree Officer</b>	Noted that the application had been included on the agenda and will continue to be until such a time report is available from the Tree Officer.  <b>(31.10.2024 Noted tree has recently been fell without Council approval or authorisation and will be looked into)</b>	<b>Trees in Cons Area Works Can Proceed</b>
<b>LTC MEETING 31 OCTOBER 2024</b>				
<a href="#">242400</a>	Proposed drainage works and redecoration of railing – <b>St Katherines Hospital, High Street, Ledbury, HR1 1DZ – LISTED BUILDING CONSENT</b>	<b>NS</b>	No objection – one abstention from Cllr Harvey	No decision
<a href="#">242469</a>	First floor extension to provide accommodation for carer – <b>29 Jubilee Close, Ledbury, Herefordshire, HR8 2XA</b>	<b>NS</b>	No objection – one abstention from Cllr Harvey	No decision

## **Town and Country Planning Act 1990**

### **NEW STREET - LEDBURY 2024 (NO.687) Tree Preservation Order**

The County of Herefordshire District Council in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

#### **Citation**

This Order may be cited as **New Street, Ledbury (2024) (NO.687) Tree Preservation Order**

#### **Interpretation**

**1.—** (1) In this Order “the authority” means the County of Herefordshire District Council

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

#### **Effect**

**2.—** (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall—

(a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or

(b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

#### **Application to trees to be planted pursuant to a condition**

**3.** In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated this 30th day of April 2024

Signed on behalf of the County of Herefordshire District Council



...

Authorised by the Council to sign in that behalf

### CONFIRMATION OF ORDER

This Order was confirmed by the County of Herefordshire District Council without modification on the 28th day of October 2024

OR

~~This Order was confirmed by the County of Herefordshire District Council, subject to the modifications indicated by....~~

~~on the ... day of .....~~

Signed on behalf of the County of Herefordshire District Council



.....

Authorised by the Council to sign in that behalf

### DECISION NOT TO CONFIRM ORDER

A decision not to confirm this Order was taken by The County of Herefordshire District Council on the ... day of .....

Signed on behalf of the County of Herefordshire District Council

.....

Authorised by the Council to sign in that behalf

### VARIATION OF ORDER

This Order was varied by the Herefordshire Council on the ... day of ..... by a variation order under reference number ..... a copy of which is attached

Signed on behalf of the Herefordshire Council

.....

Authorised by the Council to sign in that behalf

### REVOCATION OF ORDER

This Order was revoked by the Herefordshire Council on the ... day of .....

Signed on behalf of the Herefordshire Council

.....

Authorised by the Council to sign in that behalf

## SCHEDULE

### Specification of trees

#### Trees specified individually (encircled in black on the map)

<u>Reference on map</u>	<u>Description</u>	<u>Situation</u>
T1	Copper Beech/ <i>Fagus sylvatica</i> 'purpurea'	Located adjacent to boundary wall of Beech Croft & Woodleigh rd. Grid Ref 370794 237415
T2	Austrian Pine/ <i>Pinus nigra</i>	Located adjacent to SW boundary of Parkwood, adjacent to New St. Grid Ref 370816 237424
T3	Persian Ironwood/ <i>Parrotia persica</i>	Located adjacent to SW boundary between Parkwood & Beechcroft Grid Ref 370809 237431
T4	Common Yew/ <i>Taxus baccata</i>	Located adjacent to SE boundary of Parkwood, adjacent to New St. Grid Ref 370834 237443
T5	False acacia/ <i>Robinia pseudoacacia</i>	Located adjacent to SE boundary of Parkwood, adjacent to New St. Grid Ref 370837 237449

#### Trees specified by reference to an area (within a dotted black line on the map)

<u>Reference on map</u>	<u>Description</u>	<u>Situation</u>
None		

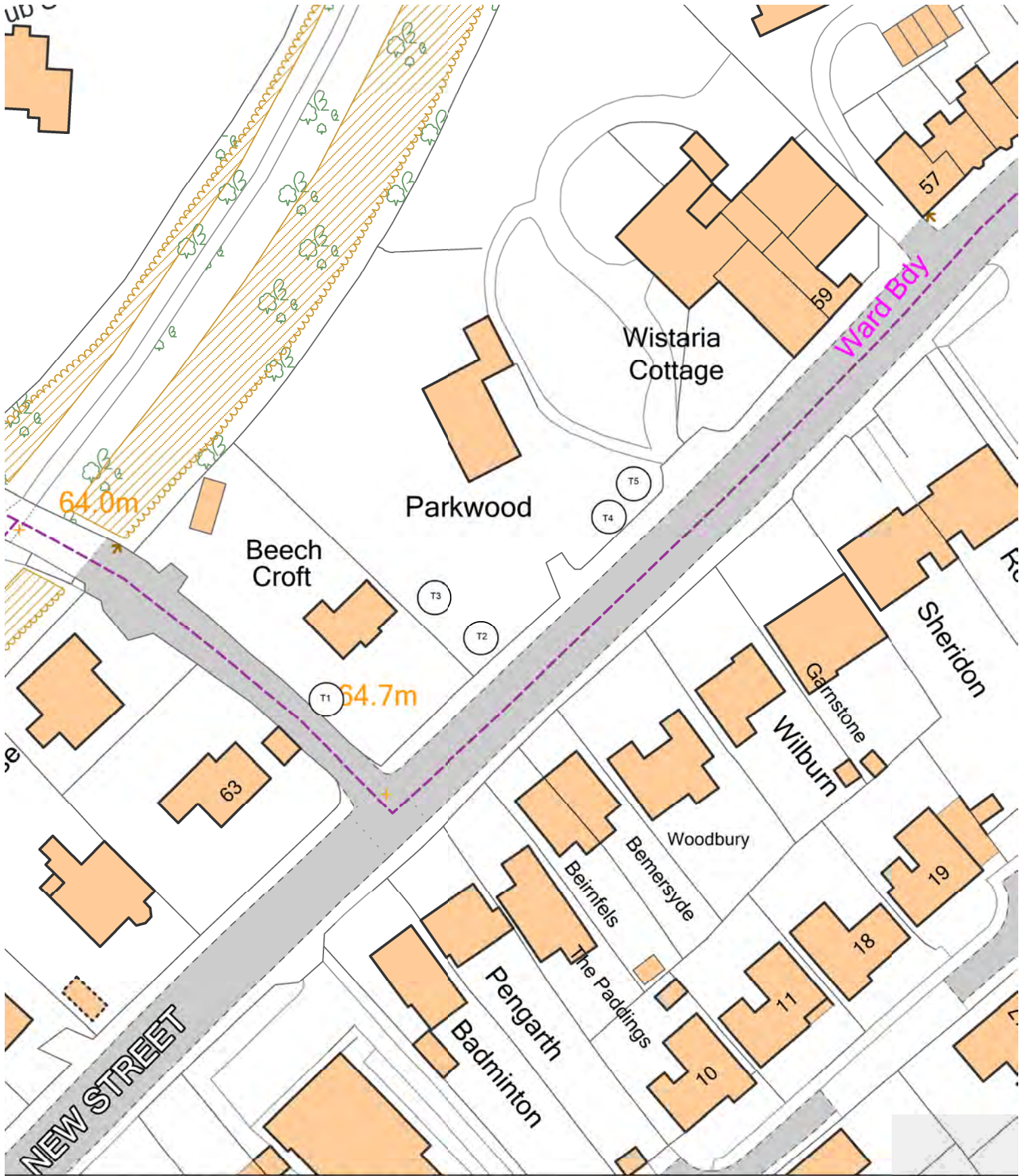
#### Groups of trees (within a broken black line on the map)

<u>Reference on map</u>	<u>Description</u>	<u>Situation</u>
None		

#### Woodlands (within a continuous black line on the map)

<u>Reference on map</u>	<u>Description</u>	<u>Situation</u>
None		






# **TREE PRESERVATION ORDER**

GRID REFERENCE: 349,502, 259,136

OS REFERENCE:


TPO NUMBER: TPO\_687

LOCATION DESCRIPTION:  
New Street,  
Ledbury



**Herefordshire Council**

SCALE 1:700





<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Angela Price – Town Clerk

## **NOTIFICATION OF GIFT OF LAND PROPOSAL FROM VISTRY GROUP**

### **Purpose of Report**

The purpose of this report is to provide Members with a map of the area of land that Vistry Homes have expressed an interest in gifting to Ledbury Town Council.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

Members will recall that Vistry Homes have expressed an interest in gifting an area of land to the south of the town to the Town Council.

Attached is a map provided by Vistry Homes which shows the location of this area which can be identified via the following link:

[https://www.google.co.uk/maps/place/Ledbury/@52.0272236,-2.4267724,981m/data=!3m1!1e3!4m6!3m5!1s0x48704e180b90aea7:0xacd866100adce901!8m2!3d52.033882!4d-2.423574!16zL20vMDIxNmxy?entry=ttu&g\\_ep=EgoyMDI0MTAyOS4wKXMDSoASA FQAw%3D%3D](https://www.google.co.uk/maps/place/Ledbury/@52.0272236,-2.4267724,981m/data=!3m1!1e3!4m6!3m5!1s0x48704e180b90aea7:0xacd866100adce901!8m2!3d52.033882!4d-2.423574!16zL20vMDIxNmxy?entry=ttu&g_ep=EgoyMDI0MTAyOS4wKXMDSoASA FQAw%3D%3D)

The Clerk has been liaising with Vistry Homes in respect of this matter and has recently received the following:

*"We met with the county highways team yesterday to discuss pedestrian and cycle connections across Leadon Way and towards the town from the additional land to the south of the current Hopfields development.*

*Off the back of that meeting we are exploring a few different options, including a connection to Jubilee Close and/or other connections into town.*

*Just whilst we agree these connections we thought it may be best to pause handing over any land just in case we need to plan any further pedestrian/cycle routes through it.*

*Apologies I should have provided a better explanation in my original email, more than happy to pick up conversations though once we have these agreed with the highways team.*

*Also I know that the town council previously declined our offer to pop in to talk through our proposals which I completely understand. Again more than happy to talk through any elements of the scheme or answer any questions as they arise.*

*Thank you for your time and we'll catch up soon re: the land to the north of Leadon Way."*

### **Recommendation**

That Members note the area highlighted in the attached Land Registry Plan, provided by Vistry, and consider whether they wish to pursue the potential offer from Vistry Homes to gift the area of land to Ledbury Town Council.

Attachment: Land Registry Plan

<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Angela Price – Town Clerk

## **ENVIRONMENTAL IMPACT ASSESSMENT (EIA) SCREEING – VISTRY HOMES APPLICATION P242776**

### **Purpose of Report**

The purpose of this report is to provide Members with information in respect of planning application no. P242776 – EIA Screening Opinion – Land South of Ledbury, Herefordshire

### **Equality Duty**

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

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

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

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

### **Detailed Information**

Members will recall that McLoughlin Planning have requested to meet with Ledbury Town Council in respect of plans for land to the South of Ledbury. This request was declined on the grounds that it would not be appropriate for the Town Council to meet and discuss the plans at this time.

Further correspondence has been received from McLoughlin Planning advising that Vistry Homes have submitted a request for an EIA Screening Opinion to Herefordshire Council in respect of their proposed development at Land South of Ledbury. It should be noted that this is not a planning application and will not be subject to neighbour consultation, Vistry are simply requesting Herefordshire Council’s view on whether the proposed development would be EIA Development.

In addition to this, Vistry intend to carry out a two-week virtual public consultation from 11 November 2024, and a link to this will be provided to Ledbury Town Council in due course.

Vistry have also, once again, advised that they would be happy to meet with Ledbury Town Council in either a closed or public meeting to discuss the proposals, should Members consider this to be appropriate.

### **Recommendation**

That Members receive and note the above information.

### **Attachment**

- Map outlining EIA area

<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Angela Price – Town Clerk

## **REQUEST FOR VIEWS FROM WELLINGTON HEATH PARISH COUNCIL ON ROAD SAFETY ISSUES**

### **Purpose of Report**

The purpose of this report is to ask Members to provide a response to Wellington Heath Parish Council in respect of road safety issues as detailed below.

### **Detailed Information**

An email has been received from the Chair of Wellington Heath Parish Council outlining their concerns in relation to road safety measures, in particular a 30-mph speed limit for Beggars Ash.

As Members will be aware Beggars Ash is a narrow lane with blind bends, pinch points and no footway. It is walked by large numbers of fruit pickers from Wellington Heath, permanent residents and by a significant number of cyclists.

Wellington Heath Chairman has advised, in his email, that vehicle/pedestrian near misses are frequent which poses a significant safety issue for users.

Considering that most of Beggars Ash is outside the parish and within the administrative area of Ledbury Town Council, Wellington Heath Parish Council seeks your input on this matter. They will be discussing this further at their next parish meeting on 25 November 2024 and have expressed their intention to reach out for more collaboration. They have also contacted Herefordshire Council for their initial views on the proposed speed limit.

### **Recommendation**

That Members give consideration to a potential 30-mph speed limit for Beggars Ash, noting that the majority of this road falls within the administrative area of Ledbury Town Council, and advise Wellington Heath Parish Council as to whether this is something they would support if they were to take it forward.



TalkCommunityEnquiries  
Cllr Liz Harvey  
Via Email

Dear Sir/Madam

An application has been received on 30 October 2024 for a variation of a premises licence at:

**Lanark House Investments Ltd, The Shed, Rear of Lanark Housem, 17 New Street, Ledbury.  
HR8 2DX**

Applied for:

**Licensable Activities**

**To vary Sale/Supply of Alcohol (consumption on and off the premises)  
Monday – Saturday 09:00 – 18:00**

**Currently licensed for:**

**Sale/Supply of Alcohol (consumption on and off the premises)  
Monday – Saturday 10:00 – 15:00**

Consultation dates are as follows: Begins **31 October 2024** and ends **27 November 2024**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the 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 emailed to [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk) no later than **27 November 2024** addressing the four licensing objectives above.

Yours faithfully

**EMMA BOWELL**  
**SENIOR LICENSING TECHNICAL OFFICER**



<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 25</b>
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## **INCREASING TOURISM IN LEDBURY UPDATE REPORT – OCTOBER 2024**

Prepared by Al Braithwaite & Penelope Shaw

### **INTRODUCTION**

1. Following agreement by PET/Full Council to a framework for Tourism for Ledbury and the agreement to establish 3 working groups to progress 3 strands:
  - a. History & Heritage
  - b. Merchants and Markets
  - c. Poetry and Arts
  - d.
2. This report sets out the actions progressed through the History and Heritage delivery group and the financial impact for the Council. It also details the key links made with the Merchants and Markets delivery strand.
3. The report also suggests an approach to being involved in the “Tourism, Events & Markets Action Plan for Ledbury” being developed through grant funding arrangements with Herefordshire Council and an appointed contractor. See para 13 below.
4. The History and Heritage delivery group is chaired by Penelope Shaw and Al Braithwaite and during the course of the following actions we also met with the Chairperson of Ledbury Traders Association, who is key to the Merchants and Markets strand.

### **WHAT WE DID**

5. Through the initial meeting with Cllrs Huges and Morris, we identified that a map & town guide to Ledbury was urgent and important. It would need to be ready for the start of 2025 Season. Both members supported progress in this area of work.
6. It was agreed with Councillors Hughes and Morris that as other groups had yet to form (Sept/Oct 24), there should only be **one** map and town guide that pulls together the important elements for visitors and new residents to Ledbury. It was noted that this would be a local guide available in the town, but also something that would be distributed regionally to other towns, TIC, and accommodation facilities.
7. At the same time as this delivery group were meeting, we were also involved in a discussion about content for welcome packs for the new homes. In order to avoid confusion and duplication of effort, it was suggested that the same map & town guide be used as the town information for the “welcome packs.” This would be used by the new homes and by some estate agents in the town. This area of activity, given its importance and urgency, has taken up the largest amount of time for this group, working with chairman of the Traders Association. Funding for this

town guide will potentially come from a range of sources. See recommendations and future actions 14A below.

8. Through discussions across the heritage sites, such as Butcher Row, Masters House, Heritage Centre and Painted Room, it became apparent that each venue have their own promotional leaflet, which is acceptable given the different ownerships and histories, but there were diverse opening times each week as well as throughout the year, which is difficult to explain to visitors or local residents. It would appear that this position has arisen because these buildings are all run by volunteers, (with the exception of the Painted Room) and dependent on their availability.
9. Visitor data is held by buildings and can indicate the more popular days. This data could also be used to indicate days when coach parties could be accommodated as there would be an expectation that the majority of historic locations are open – or can be opened to invite coach parties in.
10. Our discussions with the Chairperson of Ledbury Traders Association also highlighted that one of the greatest challenges is readiness to respond to the arrival of coach parties in the town. The issues are 2-fold:
  - a. Nowhere for coaches to park
  - b. Nobody to greet the coach parties on their arrival because nobody is aware of their presence.
11. The issue of coach parking was highlighted in the approved tourism framework document as a weakness and needs to be addressed if Ledbury is serious about becoming a destination hub. Linked to this, if Ledbury is to become a hub for visitors to spend money here in the main, yet visit other locations, then serious consideration should be given to encourage more locations for people to stay.
12. In order to learn more about the coach trips and prepare the town's offer for 2025, coach parking areas need to be identified which would need to include a facility to support the coach drivers.
13. In October 2024, Herefordshire Council advised Ledbury Town Council, that Herefordshire Council had secured UKSPF funding (to be spent by 31<sup>st</sup> March 2025), to procure a contractor to prepare a "Tourism, Events & Markets Action Plan" for 5 years. Through discussions with Councillors Hughes and Morris, the Clerk and the CEO, it was suggested by that given the work that this delivery group has achieved, it should form the Project Board to whom the appointed contractor would report throughout the duration of the contract (March 2025) and support the delivery of the outcomes from this 5-year Action Plan. Terms of Reference for this Project Board are set out at Appendix 1.

## 14. RECOMMENDATIONS & NEXT STEPS

### A. Town Map & Guide:

Work is being commissioned and quoted for, for the design, copywriting and printing of a town map and guide to be used across the town as the main tourist guide and a core element to the welcome pack for new residents to the town. This is an urgent action as there needs to be an informative booklet available to new residents before Christmas and ready for distribution before the new 2025 season.

**Recommendation A report to the subsequent Full Council will set out the details of quotes received for all aspects of this work, delivery timescale and the funding sources.**

### B. Distribution of the map & town guides would need to be done by the council to venues within and outside of Ledbury, such as Hotels, B&B, TICs, Eastnor etc.

**Recommendation: Distribution of the town guide as agreed with the Council and undertaken by the council and other volunteer groups, where appropriate.**

### C. As the 2024 tourist season is coming to a close, discussions will be held to try and more closely align the opening of the following buildings:

- I. Heritage Centre
- II. Butcher's Row
- III. Masters' House
- IV. Painted Room
- V. St Michael's & All Angels

This approach would support the town in offering an integrated historic & heritage offer to visitors, with, as a minimum, all organisations knowing when others were open. It is recognized by this group and those with whom it has consulted, that this is big ask on a town which is highly dependent on volunteers to keep buildings open. The aim would be to achieve this in readiness for 2025 season.

**Recommendation: To bring the representatives of the above historic buildings together and find common ground for more aligned opening times.**

### D. Investigating the opportunity for finding appropriate locations for coach parking and make contact with regional coach companies and hotels to promote the coach parking opportunities.

**Recommendation: CEO to contact providers of appropriate space for coach parking facilities.**

### E. The creation of the Project Board to support the Tourism, Events & Markets Action Plan are agreed as set out in Appendix 1.

**Recommendation: To agree to the Terms of Reference and the progression of the Project Board.**

## **APPENDIX 1**

### **TERMS OF REFERENCE FOR THE TOURISM, EVENTS & MARKETS ACTION PLAN (TEMAP) PROJECT BOARD**

#### **Membership**

Councillor Hughes

Councillor Morris

Clerk to the Council

Community Engagement Officer

Al Braithwaite, Project Advisor

Penelope Shaw, Project Advisor

Senior Supplier: Appointed Consultant (from Grant Funding via Herefordshire Council) – as and when required to ensure progression of the commissioned works and alignment with the current Tourism framework.

#### **Terms of Reference:**

1. This new Project Board will provide a steer on various project-related issues (Tourism, Events & Markets) throughout the lifecycle of the overarching TEMAP project.
2. The Project Board will review the progress of the TEMAP project and decide whether to continue, change or stop associated/contributing projects.
3. Project Board members have been chosen to represent major stakeholder groups and for their specialist knowledge associated with the TEMAP project.
4. To oversee and monitor delivery of the TEMAP project and associated projects to ensure that timescales are achieved and are in line with the current Tourism framework.
5. The Project Board will provide regular reports to the appropriate committee for approval in line with standing orders and council processes and aligned with the Council's Corporate Plan.

#### **Frequency of Meeting**

1. Monthly as a minimum unless there are urgent issues to resolve.

<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 26</b>
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Report prepared by Angela Price – Town Clerk

## **ANNUAL PLAY EQUIPMENT INSPECTION REPORTS**

### **Purpose of Report**

The purpose of this report is to provide Members with the annual inspection reports of the equipment at the recreation ground, which includes, play equipment, outdoor gym, basketball nets and skate park.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body such as RoSPA.

Children's playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment and ancillary items. This will also meet legal and insurance responsibilities as well as complying with the requirements of [EN1176](#) (the European Playground Standard).

These inspections are acceptable for insurance purposes.

In line with this recommendation, Ledbury Town Council engaged Combined Playground Services Ltd to undertake the 2024/25 playground inspection on their

behalf and the reports provided as a result of that inspection are attached for Members information and include the risk assessment of all equipment.

The risk assessment is based on a likelihood x possible severity of injury index with 1 being the lowest and safest value and 5 being the highest and most severe.

Risk Score	Risk Categories
1-5	Low risk – Monitor
6-10	Low/medium risk – carry out the inspector's recommendation
12-15	Medium risk – programme actions to remove the hazard
15-16	Medium/High Risk – Take action at the earliest possible opportunity/isolate the equipment
20-25	Unacceptable risk – Take immediate action to reduce the risk

The two reports provided advise of either low risk or low/medium risk and where recommendations are provided officers will need to ensure that action is taken. A list of tasks is being drawn up to establish which of the tasks can be undertaken by the Council's Maintenance Operative and which would fall under the remit of the Council's grounds maintenance contract, or which may require both of these individuals to work together. Once completed the tasks will be assigned accordingly.

### **Recommendation**

That Members note the content of the two reports provided by Combined Playground Services Ltd, noting that a list of tasks required is being drawn up to be assigned accordingly.



**Combined Playground  
Services Ltd**

Tel: 01495 986848  
Mobile: 07828 704460

e-mail: [info@playgroundservices.co.uk](mailto:info@playgroundservices.co.uk)



## **Annual Inspection**

**Ledbury PA**

**29 September 2024**



**Inspection carried out by**

**Lyn Williams**



## Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

<b>BS EN15312</b>	Free access multi-sports equipment
<b>BS EN 14974</b>	Equipment - Skateparks
<b>BS EN 16630</b>	Permanently installed outdoor fitness equipment
<b>BS EN 16899</b>	Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

**Table 1**

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

<b>Inspection Recommendations of relevant standards</b> Refer to relevant standards for full text	<b>Annual Main</b>	<b>RPII Annual Outdoor Inspection</b>
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

#### Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

#### Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

#### Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

#### Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

#### Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

### **Timber**

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

### General comments:

The Standards referred to above are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

### Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
15 - 16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

*The above table is a guideline only and should be read in conjunction with the individual recommendations*

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

NOTE: Typically two non compliances will be highlighted when the recommendation is to monitor which may mean some non compliances present will not be indicated. All non compliances requiring action will be commented on.

**Items present on site but not contained within this report have not been inspected.**

### Site Overview

The site is not overlooked

### Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand



Site General



Comments

- 1 There are loose timber logs throughout the site
- 2 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice
- 3 The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Recommendations:

- 1 Remove the logs from site

Risk Assessment: 2 x 4

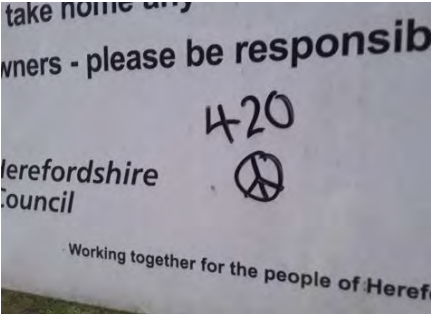
- 2 Tuck in edges of grass mat to remove trip hazards

Risk Assessment: 2 x 3

- 3 Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment

Risk Assessment: 2 x 3

Signs



Comments:

- 1 There is graffiti present on this item

Recommendations:

- 1 Remove the graffiti

Risk Assessment:

2 x 2

**Gates**



**Comments:**

- 1 The gate is snagging on the surrounding surface preventing it from closing correctly
- 2 The gate is not operating correctly
- 3 The opening between the gate and the post is less than 12mm and could trap users fingers

**Recommendations:**

- 1 Adjust the gate or reduce surface levels to ensure the gate closes correctly

**Risk Assessment:** 2 x 3

- 2 Ensure that the gate closes between 4 and 8 seconds

**Risk Assessment:** 2 x 3

- 3 Adjust the gate to ensure a 12mm opening all around

**Risk Assessment:** 2 x 3

**Maintenance Gate**



**Comments:**

- 1 The gate has one drop bolt missing
- 2 There is no padlock on the maintenance gate
- 3 There are openings that are less than 12mm that could trap or crush users' fingers

**Recommendations:**

- 1 Replace Drop bolt

**Risk Assessment:** 2 x 3

- 2 Provide a padlock to secure the gate

**Risk Assessment:** 2 x 3

- 3 Where possible a 12mm gap should be provided on both sides or between the gate leaves

**Risk Assessment:** 2 x 4

Fence



Comments:

- 1 There is minor damage to the fence sections
- 2 There is surface corrosion / rust present on the item

Recommendations:

- 1 Monitor for any further deterioration and repair as required

Risk Assessment: 2 x 3

- 2 Treat the corrosion / rust

Risk Assessment: 2 x 3

**Timber Benches**



**Comments:**

- 1 The surface has eroded and may be slippery in wet conditions
- 2 Parts of the timber are rough or splintered

**Recommendations:**

- 1 Reinstate the surface

**Risk Assessment:**

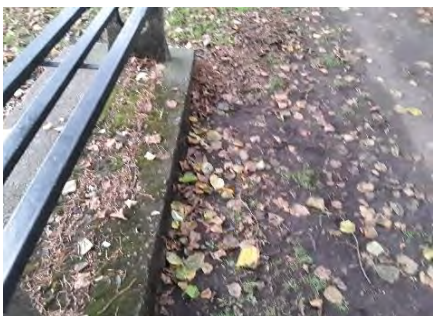
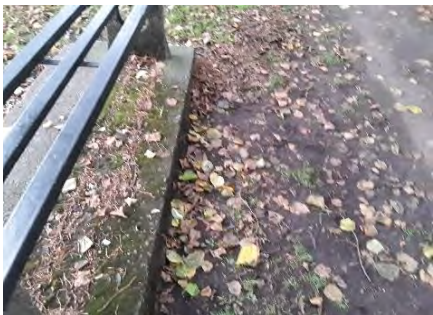
2 x 3

- 2 Remove all rough or sharp edges

**Risk Assessment:**

3 x 3

**Metal Benches**



**Comments:**

- 1 The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting
- 2 There are trip hazards at the edges of the surface
- 3 The end caps are missing
- 4 The surface has eroded and may be slippery in wet conditions

**Recommendations:**

- 1 Treat and repaint the metalwork

**Risk Assessment:** 2 x 3

- 2 Reinstate the surface

**Risk Assessment:** 2 x 3

- 3 Replace missing end caps

**Risk Assessment:** 2 x 3

- 4 Reinstate the surface

**Risk Assessment:** 2 x 4

**Picnic Tables**



**Comments:**

- 1 The surface has eroded around the item
- 2 There are fixings missing on this item
- 3 There is minor damage on this item

**Recommendations:**

- 1 Reinstate the surface

**Risk Assessment:**

2 x 3

- 2 Replace the fixings

**Risk Assessment:**

2 x 3

- 3 Monitor

**Risk Assessment:**

2 x 3



**Ground Anchored Litter Bins**



**Comments:**

- 1 The paint is flaking off the metalwork
- 2 The hinge is broken on the door

**Recommendations:**

- 1 Treat and repaint the metalwork

**Risk Assessment:**

2 x 3

- 2 Repair / replace the hinge

**Risk Assessment:**

2 x 3

**Embankment Slide**



<b>Surfacing:</b>	Grass Mats
<b>EN1176 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Kaiser Kune

**Comments:**

- 1 The surface has eroded around the item
- 2 The concrete foundations are exposed creating trip points
- 3 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice creating trip hazards
- 4 There are parts of the timber that have rotted

**Recommendations:**

- 1 Reinstate the surface

**Risk Assessment:** 2 x 3

- 2 Reinstate surrounding surfaces to remove the trip points

**Risk Assessment:** 2 x 4

- 3 Tuck in edges of grass mat to remove trip hazards

**Risk Assessment:** 2 x 4

- 4 Replace all affected timbers

**Risk Assessment:** 2 x 4

**Embankment Slide continued**



**Comments:**

- 5 The paintwork on this item has been damaged or worn exposing the metal underneath
- 6 There are bolt caps missing from the item
- 7 There is a large amount of mud on the Slide Runout

**Recommendations:**

- 5 Treat and repaint the metalwork

**Risk Assessment:** 2 x 3

- 6 Replace missing bolt caps

**Risk Assessment:** 2 x 2

- 7 Remove the mud

**Risk Assessment:** 2 x 3

**Commando Net**



<b>Surfacing:</b>	Grass Mat
<b>EN1176 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Not Known

**Comments:**

- 1 There are bolt cap covers missing or damaged
- 2 The ropes are showing signs of wear

**Recommendations:**

- 1 Replace missing or damaged bolt cap covers

**Risk Assessment:** 2 x 2

- 2 Monitor for further deterioration and repair or replace the components as required

**Risk Assessment:** 2 x 3

Timber Sleepers



Surfacing:	Grass
EN1176 Compliance:	N/A
EN1177 Compliance:	N/A
Manufacturer:	Not Known

Comments:

- 1 The surface has eroded around the item
- 2 There are parts of the timber structure that have rotted

Recommendations:

- 1 Reinstate the surface

Risk Assessment:	2 x 3
------------------	-------

- 2 Replace all affected timbers

Risk Assessment:	2 x 4
------------------	-------

Space Net



Surfacing:	Grass Mats
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 There is a potential crush point between the post and ropes
- 2 The ropes / nets are worn / damaged in places
- 3 There is moderate damage to the safety surface

Recommendations:

- 1 Monitor

Risk Assessment:	1 x 5
------------------	-------

- 2 Monitor for further deterioration and repair / replace the components as required

Risk Assessment:	2 x 3
------------------	-------

- 3 Repair the damaged areas of surfacing

Risk Assessment:	2 x 4
------------------	-------

Single Point Swing



Surfacing:	Grass Mats
EN1176 Compliance:	N/A
EN1177 Compliance:	N/A
Manufacturer:	Not Known

Comments:

- 1 There are parts of the timber on the structure that have rotted
- 2 The timber has a number of splits although these are not considered to be a problem at present

Recommendations:

- 1 Replace all affected timbers

Risk Assessment:	3 x 3
------------------	-------

- 2 Monitor to ensure the splits do not cross through fixing points of the structure and cause any instability

Risk Assessment:	2 x 3
------------------	-------

NOTE: The basket and suspension were missing at the time of inspection. We would advise a comprehensive investigation of possible deep rot within the timber components before replacing the missing components

1 Bay Cradle Swing



Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Wicksteed

Comments:

- 1 There is surface corrosion present on the item
- 2 The bushes are showing signs of wear

Recommendations:

- 1 Consider treating and repainting the item

Risk Assessment: 2 x 3

- 2 Monitor for any further deterioration and replace as required

Risk Assessment: 2 x 3

## 2 Bay mixed Swing



**Surfacing:**

Wet Pour

**EN1176 Compliance:**

No

**EN1177 Compliance:**

Yes

**Manufacturer:**

Wicksteed

### Comments:

- 1 The chain openings are in excess of the maximum of 8.6mm recommended by BS EN 1176
- 2 There is some chain wear
- 3 The ropes are worn / damaged in places
- 4 The safety surfacing is damaged

### Recommendations:

- 1 Replace with compliant chains during next maintenance cycle

**Risk Assessment:**

1 x 5

- 2 Monitor and replace when the links are 40% worn

**Risk Assessment:**

2 x 3

- 3 Monitor and repair or replace the components as required

**Risk Assessment:**

2 x 3

- 4 Repair the damaged areas of surfacing

**Risk Assessment:**

2 x 4

2 Bay mixed Swing continued



Comments:

- 5      The bushes are worn or missing
- 6      The surfacing width under each seat is less than 1.75 metres and fails the requirements of BS EN 1176 Part 2

Recommendations:

- 5      Replace worn or missing bushes

Risk Assessment: 2 x 4

- 6      Monitor use

Risk Assessment: 2 x 3

**Monkey Ladder**



**Surfacing:** Wet Pour

**EN1176 Compliance:** Yes

**EN1177 Compliance:** Yes

**Manufacturer:** Wicksteed

**Comments:**

- 1 The item is satisfactory

**Recommendations:**

- 1 No action required

**Risk Assessment:** 2 x 2

**Dome Climber**



<b>Surfacing:</b>	Bark
<b>EN1176 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Wicksteed

**Comments:**

- 1 The level of loose fill surfacing has fallen below the minimum 200mm recommended by BS EN 1176 Part 1
- 2 There is a finger entrapment in the structure and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6
- 3 There is a fixing that has worked loose on this item

**Recommendations:**

- 1 Top up the loose fill surfacing to recommended levels.

<b>Risk Assessment:</b>	2 x 3
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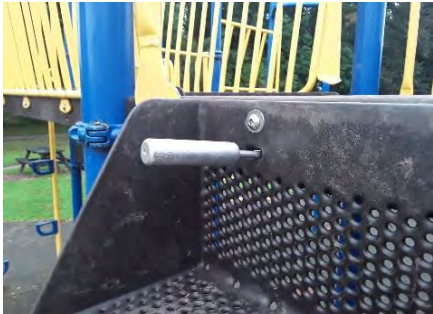
- 2 Monitor use

<b>Risk Assessment:</b>	1 x 5
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- 3 Secure all loose fixings

<b>Risk Assessment:</b>	2 x 3
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**Multiplay Slide**



<b>Surfacing:</b>	Wet Pour
<b>EN1176 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Playworld

**Comments:**

- 1 There are finger entrapments in the platform and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6
- 2 The paint is flaking off the metalwork
- 3 There is some minor damage to the surface

**Recommendations:**

- 1 Monitor use

<b>Risk Assessment:</b>	1 x 5
-------------------------	-------

- 2 Treat and repaint the metalwork

<b>Risk Assessment:</b>	2 x 3
-------------------------	-------

- 3 Monitor for any further deterioration and repair as required

<b>Risk Assessment:</b>	2 x 3
-------------------------	-------

**Aerial Runway**

Grass Mats



**EN1176 Compliance:**

Yes

**EN1177 Compliance:**

Yes

**Manufacturer:**

Not Known

**Comments:**



- 1 We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting
- 2 There is notable evidence of chain wear
- 3 There are gaps opening between the grass mat tiles
- 4 The surface has eroded around the item



**Recommendations:**

- 1 Inspect the cable in accordance with the manufacturers' recommendations

**Risk Assessment:**

2 x 4

- 2 Monitor for further deterioration and replace when 40% worn

**Risk Assessment:**

2 x 3



- 3 Lift and relay the mats to remove the gaps

**Risk Assessment:**

2 x 3



- 4 Reinstate the surface

**Risk Assessment:**

2 x 3

Aerial Runway continued



Comments:

- 5 The main cable is rubbing on the cross bar entry point
- 6 The cable is slack on the Drum
- 7 The seat is less than 2.0 metres from the post when extended at 45 degrees at the end of the area of travel and does not meet the requirements of BS EN 1176 Part 4
- 8 The nylon inserts are worn or missing at the point the cable enters the traveller
- 9 The chain / rope covering is damaged

Recommendations:

- 5 Provide a bush to reduce wear

Risk Assessment: 2 x 5

- 6 Re tension the Cable

Risk Assessment: 2 x 4

- 7 Adjust the cable stop position to ensure the minimum distance is maintained

Risk Assessment: 2 x 4

- 8 Replace worn or missing inserts as required

Risk Assessment: 2 x 3

- 9 Monitor for further deterioration and replace as required

Risk Assessment: 2 x 3

**Helical Slide**



<b>Surfacing:</b>	Wet Pour
<b>EN1176 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Not Known

**Comments:**

- 1 There are finger entrapments in the framework and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6
- 2 The surfacing dimensions are short and do not meet with the requirements of the current applicable standard

**Recommendations:**

- 1 Monitor use

<b>Risk Assessment:</b>	1 x 5
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- 2 Monitor - no remedial action recommended

<b>Risk Assessment:</b>	2 x 3
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Roundabout



Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Not Identified

Comments:

- 1 There is minor damage to the safety surface
- 2 Ther are fixings loose on the handrail
- 3 The bearing is showing signs of wear

Recommendations:

- 1 Monitor and repair when required

Risk Assessment:	2 x 3
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- 2 Secure all loose fixings

Risk Assessment:	2 x 4
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- 3 Monitor for further deterioration and replace as required

Risk Assessment:	2 x 3
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Hexagon Swing



Surfacing:	Bark
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 The chain openings are in excess of the maximum of 8.6mm recommended by BS EN 1176
- 2 Some of the tiles are lifting and creating trips hazard
- 3 There are trip hazards at the edges of the tile surface
- 4 There are timber edging that are missing

Recommendations:

- 1 Replace with compliant chains during next maintenance cycle

Risk Assessment:	1 x 5
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- 2 Resecure the tiles as required

Risk Assessment:	2 x 4
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- 3 Reinstall surrounding surface levels to remove the trip points

Risk Assessment:	2 x 4
------------------	-------

- 4 Replace all affected timber edgings

Risk Assessment:	2 x 4
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Hexagon Swing continued



Comments:

- 5 The level of loose fill surfacing has fallen below the minimum 200mm recommended by BS EN 1176 Part 1
- 6 The seat connectors are loose
- 7 The timber edgings form a hard object within the falling space of the equipment in contravention of the requirements of BS EN 1176 Part 1
- 8 There is some notable evidence of chain wear
- 9 The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (350mm minimum clearance required)

Recommendations:

- 5 Top up loose fill surfacing to recommended levels.

Risk Assessment: 2 x 4

- 6 Tighten seat connectors

Risk Assessment: 2 x 4

- 7 Top up the loose fill to the correct levels

Risk Assessment: 2 x 5

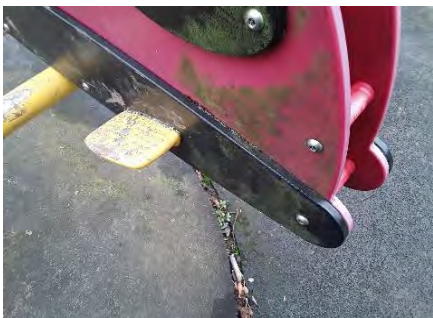
- 8 Monitor for further deterioration and replace when 40% worn

Risk Assessment: 2 x 3

- 9 Install the swing seats to a minimum height of 350mm to the underside of the seat

Risk Assessment: 2 x 4

3 Way Springer



Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 The safety surfacing is damaged
- 2 The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting
- 3 There is algae on this item
- 4 There are weeds / vegetation growth on, between or around the edges of the surfacing

Recommendations:

- 1 Monitor and repair if required

Risk Assessment: 2 x 3

- 2 Treat and repaint the metalwork

Risk Assessment: 2 x 3

- 3 Remove algae and clean item

Risk Assessment: 2 x 3

- 4 Remove weeds / vegetation growth

Risk Assessment: 2 x 3

**Toddler Multiplay Slide**



<b>Surfacing:</b>	Wet Pour
<b>EN1176 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Wicksteed

**Comments:**

- 1 The firemans pole is less than 350mm from the platform in contravention of BS EN1176, we consider this to be a low risk finding and no remedial action is required
- 2 There are inserts missing on this item
- 3 There is minor damage to the surface

**Recommendations:**

- 1 Monitor - No remedial work recommended

**Risk Assessment:** 2 x 3

- 2 Replace the missing inserts

**Risk Assessment:** 2 x 2

- 3 Monitor for further deterioration and repair as required

**Risk Assessment:** 2 x 3

**Platform Bridge**



<b>Surfacing:</b>	Grass Mats
<b>EN1176 Compliance:</b>	No
<b>EN1177 Compliance:</b>	No
<b>Manufacturer:</b>	Evaplay

**Comments:**

- 1 The adjacent sleeper forms a hard object within the falling space of the equipment in contravention of the requirements of BS EN 1176 Part 1

**Recommendations:**

- 1 Monitor and Remove the Sleeper if required

<b>Risk Assessment:</b>	2 x 4
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See Saw



Surfacing:	Wet Pour
EN1176 Compliance:	N/A
EN1177 Compliance:	N/A
Manufacturer:	Not Identified

Comments:

- 1 This item has been Removed leaving Trip Hazards over the poorly reinstated Base
- 2 The safety surfacing is damaged

Recommendations:

- 1 Remove the Trip Hazards

Risk Assessment: 2 x 4

- 2 Repair safety surface

Risk Assessment: 2 x 4





**Combined Playground  
Services Ltd**

Tel: 01495 986848  
Mobile: 07828 704460

e-mail: [info@playgroundservices.co.uk](mailto:info@playgroundservices.co.uk)



## **Annual Inspection**

### **Ledbury Skate**

**29 September 2024**



**Inspection carried out by**

**Lyn Williams**



## Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

<b>BS EN15312</b>	Free access multi-sports equipment
<b>BS EN 14974</b>	Equipment - Skateparks
<b>BS EN 16630</b>	Permanently installed outdoor fitness equipment
<b>BS EN 16899</b>	Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

**Table 1**

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

<b>Inspection Recommendations of relevant standards</b> Refer to relevant standards for full text	<b>Annual Main</b>	<b>RPII Annual Outdoor Inspection</b>
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

#### Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

#### Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

#### Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

#### Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

#### Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

### **Timber**

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

### General comments:

The Standards referred to above are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

### Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
15 - 16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

*The above table is a guideline only and should be read in conjunction with the individual recommendations*

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

NOTE: Typically two non compliances will be highlighted when the recommendation is to monitor which may mean some non compliances present will not be indicated. All non compliances requiring action will be commented on.

**Items present on site but not contained within this report have not been inspected.**

### Site Overview

The site is monitored by CCTV cameras

### Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand



Site General



Comments:

- 1 The openings in the storm drain covers are in excess of 30mm
- 2 There is rust / corrosion on the majority of the Fitness Equipment
- 3 There is algae, silt or moss growth on the surface resulting in slippery conditions
- 4 There are holes in the grassed area adjacent to the Fitness Equipment

Recommendations:

- 1 Monitor and reduce the opening if required

Risk Assessment: 2 x 4

- 2 Treat and Repaint as required

Risk Assessment: 2 x 3

- 3 Clean and treat appropriately

Risk Assessment: 2 x 4

- 4 Reinstate to provide a uniform surface

Risk Assessment: 2 x 4

Sign



Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:

2 x 2

Self Closing Gate



Comments:

- 1 The opening between the gate and the post is less than 12mm and could trap users fingers
- 2 There are trip hazards over the edgings under the gate
- 3 The gate isn't operating correctly
- 4 The gate is snagging on the surrounding surface

Recommendations:

- 1 Adjust the gate to ensure a 12mm opening all around

Risk Assessment: 2 x 3

- 2 Remove the trip hazard

Risk Assessment: 2 x 4

- 3 Adjust the gate to ensure it closes in between 4 - 8 seconds

Risk Assessment: 2 x 3

- 4 Adjust surface levels to ensure the gate closes correctly

Risk Assessment: 2 x 4

Self Closing Gate continued



Comments:

- 5     The surface has eroded and very slippery in wet conditions
- 6     There is surface corrosion / rust present on the item

Recommendations:

- 5     Reinstate eroded area

Risk Assessment: 2 x 4

- 6     Treat the corrosion / rust

Risk Assessment: 2 x 3

Maintenance Gate



Comments:

- 1 There are no drop bolt sleeves fitted and the drop bolts are scoring the tarmac
- 2 There is no padlock on the maintenance gate
- 3 There is surface corrosion / rust present on the item

Recommendations:

- 1 Provide drop bolt sleeves

Risk Assessment: 2 x 3

- 2 Provide a padlock to secure the gate

Risk Assessment: 2 x 3

- 3 Treat the corrosion / rust

Risk Assessment: 2 x 3

Flat Top Fence



Comments:

- 1 There is minor damage to the fence
- 2 There are fixings missing on this item

Recommendations:

- 1 Monitor and repair if required

Risk Assessment:

2 x 3

- 2 Replace missing fixings

Risk Assessment:

2 x 3

**Mesh Fence**



**Comments:**

- 1 There are inserts missing from the posts
- 2 There are a number of loose posts around the fence
- 3 There is some damage to the fence sections
- 4 There are protruding bolt thread(s) present

**Recommendations:**

- 1 Replace missing inserts

**Risk Assessment:** 2 x 2

- 2 Reset the posts as required

**Risk Assessment:** 2 x 4

- 3 Repair the damaged fence sections

**Risk Assessment:** 2 x 4

- 4 Remove the excess thread length or provide a cap

**Risk Assessment:** 2 x 3

**Mesh Fence continued**



**Comments:**

5      There are unsheared nuts on the fence

**Recommendations:**

5      Shear of the nuts as required

**Risk Assessment:**

2 x 2

**Quarter Pipe**



<b>Surfacing:</b>	Tarmac
<b>EN14974 Compliance:</b>	Yes
<b>Manufacturer:</b>	Evolution

**Comments:**

- 1 The item is satisfactory

**Recommendations:**

- 1 No action required

<b>Risk Assessment:</b>	2 x 2
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Combination Ramp



Surfacing:	Tarmac
EN14974 Compliance:	Yes
Manufacturer:	Evolution

Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:	2 x 2
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**Grind Rail**



<b>Surfacing:</b>	Tarmac
<b>EN14974 Compliance:</b>	Yes
<b>Manufacturer:</b>	Evolution

**Comments:**

- 1
- The item is satisfactory

**Recommendations:**

- 1
- No action required

<b>Risk Assessment:</b>	2 x 2
-------------------------	-------

**Flat Bank Ramp**



<b>Surfacing:</b>	Tarmac
<b>EN14974 Compliance:</b>	Yes
<b>Manufacturer:</b>	Evolution

**Comments:**

- 1
- The item is satisfactory

**Recommendations:**

- 1
- No action required

<b>Risk Assessment:</b>	2 x 2
-------------------------	-------

Quarter Pipe



Surfacing: Tarmac

EN14974 Compliance: No

Manufacturer: Mixed

Comments:

- 1 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974
- 2 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974
- 4 There is or are fixings missing on the item

Recommendations:

- 1 Monitor - No remedial work recommended

Risk Assessment: 1 x 5

- 2 Monitor - No remedial work recommended

Risk Assessment: 2 x 3

- 3 Monitor - no remedial action recommended

Risk Assessment: 2 x 3

- 4 Replace all missing fixings

Risk Assessment: 2 x 4

Quarter Pipe continued



Comments:

- 5 There is algae or moss on the equipment
- 6 The Riding Surface is damaged

Recommendations:

- 5 Clean and treat appropriately

Risk Assessment:

2 x 3

- 6 Monitor and Replace if required

Risk Assessment:

2 x 3

**Flat Bank**



**Surfacing:** Tarmac

**EN14974 Compliance:** No

**Manufacturer:** Mixed

**Comments:**

- 1 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 2 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974
- 3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974
- 4 The tree canopy overhangs the equipment and is less than the recommended 2.0m away

**Recommendations:**

- 1 Monitor - No remedial work recommended

**Risk Assessment:** 2 x 3

- 2 Monitor - No remedial work recommended

**Risk Assessment:** 1 x 5

- 3 Monitor - no remedial action recommended

**Risk Assessment:** 2 x 3

- 4 Lift the tree canopy to ensure a minimum clearance of 2.0m from the equipment

Flat Bank continued



Comments:

- 5 There is or are fixings missing on the item
- 6 There is surface corrosion / rust present on the item

Recommendations:

- 5 Replace all missing fixings

Risk Assessment:

2 x 4

- 6 Treat the corrosion / rust

Risk Assessment:

2 x 3

**Combination Table Top**



**Surfacing:** Tarmac

**EN14974 Compliance:** No

**Manufacturer:** Mixed

**Comments:**

- 1 The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred
- 2 There is a positive Lip in the tarmac at the base of the Kicker Plate in contravention of BSEN14974
- 3 There is a change in the level of the rolling surface in excess of 3mm and the item fails the requirements of BS EN 14974
- 4 There should be no gaps between adjacent components to comply with BS EN14974

**Recommendations:**

- 1 Adjust the height to ensure a maximum of 5mm change in level

**Risk Assessment:** 2 x 4

- 2 Secure the kicker plate

**Risk Assessment:** 2 x 5

- 3 Monitor - No remedial work recommended

**Risk Assessment:** 2 x 4

- 4 Remove the gaps

**Risk Assessment:** 2 x 5

Combination Table Top continued



Comments:

- 5 There are splits in the metal kicker plate
- 6 Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974

Recommendations:

- 5 Monitor and Repair if required

Risk Assessment:

2 x 3

- 6 Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Risk Assessment:

2 x 4

Shelter



Comments:

- 1 There are trip hazards over the kerb
- 2 There is some evidence of fire damage to the surfacing
- 3 There is litter / debris in the area
- 4 There is or are fixings missing on the item

Recommendations:

- 1 Remove the trip hazards
- 2 Monitor for any further deterioration and repair as required

Risk Assessment: 2 x 3

Risk Assessment: 2 x 3

- 3 Remove litter / debris from the area and maintain

Risk Assessment: 2 x 3

- 4 Replace all missing fixings

Risk Assessment: 2 x 4

**Fitness - General**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	N/A
<b>EN1177 Compliance:</b>	N/A
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1 Signage should be provided at the facility in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details
- 2 The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet
- 3 The I.D. labels / Instruction labels are damaged on the majority of the equipment

**Recommendations:**

- 1 Provide appropriate signage

<b>Risk Assessment:</b>	2 x 3
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- 2 Lift and relay the mats

<b>Risk Assessment:</b>	2 x 3
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- 3 Replace the labels as required

<b>Risk Assessment:</b>	2 x 3
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**Leg Press**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1 There is surface corrosion / rust present on the item

**Recommendations:**

- 1 Treat the corrosion / rust

<b>Risk Assessment:</b>	2 x 3
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**Leg Extension**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1
- There is surface corrosion / rust present on the item

**Recommendations:**

- 1
- Treat the corrosion / rust

<b>Risk Assessment:</b>	2 x 3
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**Duo Air Walker**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1
- The swinging movement exceeds the maximum 55 degrees from the vertical as required by BS EN 16630

**Recommendations:**

- 1
- Monitor use

<b>Risk Assessment:</b>	2 x 3
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**Chest Press**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness
<b>Comments:</b>	
1	There are bolt caps missing
<b>Recommendations:</b>	
1	Replace missing bolt caps
<b>Risk Assessment:</b>	2 x 2

**Duo Rower**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1 The seat has minor damage or wear
- 2 There is surface corrosion / rust present on the item

**Recommendations:**

- 1 Monitor for further deterioration and replace as required

**Risk Assessment:** 2 x 3

- 2 Treat the corrosion / rust

**Risk Assessment:** 2 x 3

**Air Skier**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1 The swinging movement exceeds the maximum 55 degrees from the vertical as required by BS EN 16630
- 2 There is surface corrosion / rust present on the item

**Recommendations:**

- 1 Monitor use

**Risk Assessment:** 2 x 3

- 2 Treat the corrosion / rust

**Risk Assessment:** 2 x 3

**Air Walker**



<b>Surfacing:</b>	Grass Mats
<b>EN16630 Compliance:</b>	No
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Fresh Air Fitness

**Comments:**

- 1 There are end caps missing
- 2 The swinging movement exceeds the maximum 55 degrees from the vertical as required by BS EN 16630

**Recommendations:**

- 1 Replace the missing end caps

<b>Risk Assessment:</b>	2 x 2
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- 2 Monitor use

<b>Risk Assessment:</b>	2 x 3
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Rider



Surfacing:

Grass Mats

EN16630 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Fresh Air Fitness

Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:

2 x 2

**Basketball Post**



**Surfacing:** Tarmac

**EN15312 Compliance:** Yes

**Manufacturer:** Carr

**Comments:**

- 1 There is graffiti present
- 2 The hoop net is damaged

**Recommendations:**

- 1 Remove the graffiti

**Risk Assessment:** 2 x 2

- 2 Replace the net

**Risk Assessment:** 2 x 4



<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 28</b>
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Report prepared by Angela Price – Town Clerk

## **ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS**

### **Purpose of Report**

The purpose of this report is to advise Members of a consultation that was published by the Ministry of Housing Communities & Local Government (MHCLG) on 24 October 2024 in respect of remote attendance and proxy voting at authority meetings.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

Members will recall that during the Covid Pandemic a temporary law was passed that allowed local Councils to hold meetings remotely. During this period Council’s reported increased engagement from local residents and NALC and SLCC have been working with the LGA to lobby government to introduce powers for local authorities Members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

The consultation can be found at the following link:

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings#:~:text=meetings%20in%20England.->

[,Scope%20of%20this%20consultation,by%20proxy%20in%20certain%20circumstances.](#)

### **Recommendation**

Members are requested to give consideration to the consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings and consider what, if any, responses they would wish to give to the thirteen questions within the consultation document.

<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 29</b>
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Report prepared by Angela Price – Town Clerk

## **OUTCOME OF NOTICE OF VACANCY LEDBURY NORTH**

### **Purpose of Report**

The purpose of this report is to provide Members with the outcome of the recent Notice of Vacancy in relation to Ledbury North Ward following the resignation of Stephen Furlonger.

### **Equality Duty**

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

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

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

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

### **Detailed Information**

Members were advised at their meeting on 17 October of the resignation of Council Stephen Furlonger, which instigated the Notice of Vacancy process in relation to Ledbury North Ward.

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

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

The vacancies are as follows:

South Ward – Three

North Ward – Two

West Ward – Two

The Clerk has received an request for an application for co-option and the potential candidate has advised that they have completed the forms and are acquiring the necessary signature, following which they will submit the application for consideration.

### **Recommendation**

That Members receive and note the above information.

# LEDBURY TOWN COUNCIL

## DRAFT FUNDRAISING POLICY

### Purpose

The purpose of this Fundraising Policy is to guide and govern all fundraising activities conducted by Ledbury Town Council. This policy aims to ensure transparency, accountability, compliance with legal regulations, and ethical practices in all fundraising efforts.

### Fundraising Principles

- All fundraising activities will be conducted in line with the values and mission of Ledbury Town Council.
- Donors and sponsors will be treated with respect, honesty, and transparency.
- Fundraising activities will comply with all relevant laws, regulations, and guidelines, in particular the Fundraising Regulator Code of Fundraising Practice <https://www.fundraisingregulator.org.uk/code>
- The privacy and confidentiality of donor's personal information will be strictly maintained.

### Fundraising Methods

Ledbury Town Council will utilise a variety of fundraising methods to support its mission, including but not limited to:

- Direct mail campaigns
- Online fundraising campaigns
- Events and sponsorships
- Corporate Partnerships
- Grants and foundations

### Donor Relations

- Donors will receive prompt acknowledgement and recognition for their contributions.
- Donors' privacy will be respected, and their personal information will not be shared with third parties without their consent.
- Donor complaints or feedback will be dealt with by the Council and will be addressed promptly and professionally.

### Financial Accountability

- When in operation the Finance, Policy and General Purposes Committee will oversee all fundraising activities and ensure that funds are managed responsibly and transparently. This may be by way of a Task and Finish Group or Grants Working Party.

- All applications for external funding **MUST** be approved by the Finance, Policy & General Purposes Committee or Council.
- Financial reports detailing fundraising activities and outcomes will be prepared regularly and submitted to regular meetings of the Finance, Policy & General Purposes Committee and made available to stakeholders upon request/as required.
- All funds received will be managed, and expenditure made, in accordance with the conditions of the award and the Council's Financial Regulations

## Compliance

Ledbury Town Council will comply with all relevant fundraising regulations, including the UK Fundraising Regulator's Code of Fundraising Practice.

Any complaints, concerns, or issues related to fundraising activities will be investigated and addressed promptly.

## Monitoring and Review

This Fundraising Policy will be reviewed annually by Council at its Annual Council meeting to ensure its continued relevance and effectiveness.

By adhering to the principles outlined in this Fundraising Policy, Ledbury Town Council is committed to maintaining the trust and support of its donors, sponsors, and the community while continuing to serve the community of Ledbury.

Adopted:  
Review Date: