



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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4 July 2022

TO: Councillors Howells, Hughes and Morris

Dear Councillors

You are invited to attend a meeting of the Grant Funding Working Party to be held on **Wednesday, 6 July 2022 at 3.00 pm in the Committee Room, Council Offices, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Angela Price', written in a cursive style.

Angela Price
Town Clerk

A G E N D A

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

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

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

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

3. **To approve and sign as a correct record the minutes of a meeting of the Grants Funding Working Party held on 22 June 2022**

4. Update on Great Places to Visit Grant Funding

- a. To consider applications for Shop Front Improvement Grants – round 2 (if any)

5. Date of next meeting

To note that the next meeting of the Grants Working Party is scheduled for Wednesday, 3 August 2022

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LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD
ON 23 JUNE 2022**

PRESENT: Councillors Howells, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

33. APOLOGIES FOR ABSENCE

None received

34. DECLARATIONS OF INTEREST

Councillor Morris declared an interest in Agenda Item 4, in respect of any discussions relating to the Bye Street Toilets,

35. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 25 MAY 2022

RESOLVED:

That the minutes of the meeting of the Grants Funding Working Party held on 25 May 2022 be approved and signed as a correct record subject to the following amendments:

Minute no. 29 – third paragraph to amend to read as follows:

“..... advising that they are not in a financial position to spend money ...”

Minute no. 29(3) – third paragraph To include surname “Chloe Garner”.

Minute 29 – Gazebo purchase to remove “not” from sentence.

36. UPDATE ON GREAT PLACES TO VISIT GRANT FUNDING

The Clerk provided an update on the progress on the activities agreed by Council in respect of the Great Places to Visit fund.

1. Public Realm Improvements – Ledbury in Bloom/Sustainable Ledbury

The Clerk advised that the £2,500 payment agreed at the last meeting of the Working Party had been made and that she had contacted the Chair of Sustainable Ledbury in respect of meeting to discuss the remaining funds from the project.

2. Masters House Landscaping project

The Clerk advised Members that she had received correspondence from Herefordshire Council, Economy & Place officers asking whether the Council would consider using the remaining funds towards the cleaning of the paving slabs which depict the map, which is located between The Barn and The Masters House.

Councillor Morris advised that it was his understanding that these slabs were to be lifted and redone and it was agreed that the Clerk would contact Hereford Council officers and ask for clarification on this.

3. Improvements to Bye Street Toilets

The Clerk advised that the works to the toilets would commence on 4 July 2022.

A question was raised about how the works would be signed off. The Clerk was unsure whether it would be the council or the Love Ledbury Group who would be responsible for this and it was agreed that officers would discuss this with the Love Ledbury Group and report back to a future meeting.

4. Provision of Notice Boards at Dog Hill Woods

The Clerk advised of a delay in the work to the two information boards at Dog Hill Woods, due to the person undertaking the works being off due to illness.

It was agreed that officers should look into purchasing the boards in the meantime and possibly sourcing an alternative designer to undertake the design work.

5. Shop Front Improvement Fund

The Clerk provided Members with an update on the progress of rounds 1 and 2 of the Shop Front Improvement Grant.

She advised that The Civic Society had agreed to support round 2 of the funding, however she informed Members that they had also advised that they were not prepared to support the grant application from Spec Savers due to their concerns over the colour scheme being used. It was noted that the colour scheme being used by Spec Savers was their corporate colour scheme which would have been approved by Hereford Council in their original application to carry out to the building when using these colours originally. Members agreed that the Council would support the application but that the Clerk should write to Spec Savers to advise them that they would only receive £750 from the Council and not the additional £250 from the Civic Society for the reasons given.

Members were provided with a list of 14 new grant applications to be considered within the remit of round 2. It was agreed that all applications be approved, and the organisations advised accordingly.

6. Jubilee event

The Clerk advised that almost all of the invoices for the Jubilee event had been received and were due to be paid before the end of the month. Once the final invoices had been received the Clerk would provide information on the total cost of the event to this Working Party and the Finance, Policy & General Purposes Committee accordingly.

7. The Clerk advised that she was still waiting for feedback from Hereford Council in respect of the installation of drop down kerbs. She advised that she did not believe this activity would be completed within the timescales of the funding allocation.

The Clerk reminded Members that at the previous meeting a proposal had been put forward by the Poetry Festival for funding support towards cross-arts activities in Ledbury Poetry House and that Councillor Hughes had been tasked with contacting the Poetry Festival for more information, including costings. This information had now been provided and it was agreed that a project change be requested to use £8,000 from the dropped kerb activity to support the Poetry Festival project.

8. Tourist Information Centre (TIC)

The Clerk asked Members of the Working Party to provide clarify on how they perceive the development of the TIC, as far as how it will be managed in relation to staffing?, How can the reception area be altered to accommodate the TIC?, and do the Council wish to sell tourist gift items and if so how will this be managed?

Members considered that the following actions were required initially to enable the TIC to be managed from the Council offices:

- Signpost indicating location of the TIC to be changed (BBLP)
- Remodelling of the reception area to be considered by staff with further feedback provided
- Tear off maps to be sourced as a priority
- No additional staffing to be considered at this time, possible enhancement to the Tour Guide role

The Clerk advised that she had discussed a potential change in duties to the role of Tour Guide Manager and Tour Guides with the Tour Guide Manager, but that they had not been sure that they wanted take on this increased role. It was agreed that the Clerk and Chair of the Working Party would meet to discuss this and provide a report back to the next meeting.

RESOLVED:

1. That the Clerk meet with the Chair of Sustainable Ledbury to discuss how the remaining funds from the activity could be spent.
 2. That the Clerk contact Herefordshire Council officers for clarification in respect of the proposed works to the paving slabs.
 3. That officers clarify with the Love Ledbury Group on how the works to the toilets would be signed off.
 4. That officers investigate purchasing the boards in advance of the design work being undertaken to ensure that the funds are spent
 5. That the Clerk write to Spec Savers advising them that they will only receive the £750 grant from Ledbury Town Council and not the additional £250 from the Civic Society for the reasons given above.
 6. That the Clerk notify all 14 new applicants that they have been successful in their bid for funding.
 7. That the Clerk issue a press release advising of the grants paid out to date.
 8. That upon receipt of all invoices in respect of the Jubilee event, the Clerk provide information on costings to the Working Party and the Finance, Policy & General Purposes Committee accordingly.
 9. That the Clerk contact Herefordshire Council to request a project amendment, that £8,000 of the funds allocated to the dropped kerbs activity now be used to fund the Cross-art activities in the Poetry House.
 10. That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee that the project amendment in 10 above be approved, subject to approval by Herefordshire Council.
 11. That the Clerk and Chair of the Working Party meet to discuss potential staffing of the TIC and report back to the next meeting of the Parking Party.
37. **TO CONSIDER FUNDING REQUEST FROM LEDBURY POETRY FESTIVAL – MULTI ARTS ACTIVITY IN LEDBURY POETRY HOUSE**

This item was considered in minute 36 above,

38. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Working Party is scheduled for 6 July '2022.