



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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15 December 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, 21 December 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

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 30 November 2022**

(Pages 59-60)

4. Update on recommendation to Council in respect of weeding machine
(Verbal update)
5. Update in respect of potential catenary wires (Verbal Update)
6. Update on potential extension (Pages 61-62)
7. Update on funding claimed as of 30 November 2022
(Page 63-74)

Date of next meeting

To note that the next meeting of the Grants Working Party is scheduled for Wednesday, 21 December 2022

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LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY
HELD ON 30 NOVEMBER 2022**

PRESENT: Councillors Howells, Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk

21. APOLOGIES

None received.

22. DECLARATIONS OF INTEREST

None received.

23. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 9 NOVEMBER 2022

RESOLVED:

That the minutes of the meeting of the Grants Funding Working Party held on 9 November 2022 be approved and signed as a correct record.

24. POTENTIAL COSTS TO PURCHASE FOAMSTREAM WEEDING MACHINE

Members were provided with information on the cost of a weeding machine, which can also be used to clean pavements and graffiti.

Members had previously been provided with a link to a testimonial from the Vale of Glamorgan Council and the Clerk advised that she had spoken with Wrexham Town Council for their feedback on the machine. Both sources had indicated that they were satisfied with the machine and how easy it was to use. It was noted that the tank can be mounted onto the back of the council truck when in use, or alternatively a trailer could be purchased that could be hooked up to the back of the council van if a tow bar were to be fitted.

Following a discussion it was agreed that the following recommendation be made:

RECOMMENDATION:

That it be recommended that the Foamstream weeding machine be purchased at a cost of £18,425 plus VAT, subject to confirmation of the normal retail price of the equipment and that the training be for 6/8 people,

noting that the cost includes one years anticipated supply of foam, training, delivery, 30m extra hose and a pressure lance.

25. **UPDATE IN RESPECT OF POTENTIAL CATENRY WIRES**

Unfortunately, no information was available for consideration.

26. **UPDATE ON POTENTIAL EXTENSION**

The Clerk advised that she had not been able to speak David Fall at Hereford Council in respect of the Masters House and therefore was not a position to give an update on any potential extension.

27. **UPDATE ON FUNDING CLAIMED AS OF 31 OCTOBER 2022**

RESOLVED:

That the update in respect of funding claimed as of 31 October 2022 be received and noted in the sum of £52,800.23.

28. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Grants Working Party is scheduled for 21 December 2022 at 3.00 p m.

The meeting ended at 3.30 pm.

Signed Date
(Chair)

**SEEKING APPROVAL - Great Places to Visit
Project Change Request
Covid Recovery Plan**

Project/Scheme: Ledbury Town Council	Date: 8 December 2022
Change Category (Tick all that apply): <input checked="" type="checkbox"/> Funding allocation <input type="checkbox"/> Scope <input type="checkbox"/> Requirements/Deliverables <input type="checkbox"/> Resources <input type="checkbox"/> Project Timescales <input type="checkbox"/> Other, please specify:	
Describe the change being requested Change 1 That £2,600 be transferred from the Jubilee Picnic in the Park underspend, to support works to replace the lighting in the upstairs of the Heritage Centre to enable the room to be used primarily as an event space Change 2 That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town. Change 3 That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail. Change 4 Change the deadline from 15 December 2022 to 31 January 2023	
Describe the reason for the change Changes have been requested to: <ul style="list-style-type: none"> - Reallocate underspend from projects that have been delivered under budget. 	

Describe any risks to be considered associated with this change:

No apparent risk.

Estimate any resources and costs needed to implement this change (if applicable):

None

Does this change require a governance decision, please specify:

No

Programme Board Decision:

Approve

Reject

Defer

Reason for decision:

Reallocation of funds due to underspend.

Programme Board - Change Approval:

Name: Ross Cook

Signature:

Date:

GREAT PLACES TO VISIT EXPENDITURE

SUMMARY SHEET

Activity	Fund Allocation	Expenditure to Date	Anticipated Future Expenditure	Underspend	Overspend
1 Town Centre Public Realm - Ledbury in Bloom/Sustainable Ledbury	7,200.00	7,298.55	0	0.00	98.55
2 Public Realm - Masters House *	3,000.00	528.15	2,471.85	0.00	0
3 Bye Street Toilets**	6,500.00	4,208.74	1,220.00	1,071.26	0
4 Dog Hill Woods - New Boards	2,000.00	2180.00	0.00	0.00	180.00
5 Shop Front Grants	29,500.00	17,509.00	11,149.00	842.00	0
6 Jubilee Event - Completed	9,060.00	6,802.12	0	2,257.88	0
7 Charater Market - Gazebos -Completed	8,340.00	8340.00	0	0	0
8 Public realm Dropped Kerbs	1,800.00	0	0	1,800.00	0
9 TIC***	10,000.00	490.00	2200.00	7,310.00	0
10 Poetry Festival	8,000.00	0	8,000	0	0
11 Heritage Centre Lighting	2,600.00	1,982.08	0	617.92	0
Total	88,000.00	49,338.64	25,040.85	13,899.06	278.55

Expenditure to date 49,338.64

Anticipated Expenditure as at 07.11.2022 25,040.85

Total planned expenditure **74,379.49**

Anticipated underspend as at 07.11.2022 13,899.06

Anticipated overspend as at 07.11.2022 278.55

Total underspend as at 07.11.2022 17,480.18

*Awaiting update from Hereford Council as to whether this fund will be spent

** May not be able to engage roofing contractor before end of grant funding process

***Company can provide on-line version of the map at a cost of £1,200 (plus £300 per annum hosting costs)

Town Centre Public Realm expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Newent Plant Centre	Plants for Ledbury in Bloom	250.00	50.00	300.00	16.05.2022
All Plants	Plants for Ledbury in Bloom	537.87	0.00	537.87	06.06.2022
All Plants	Plants for Ledbury in Bloom	607.07	0.00	607.07	06.06.2022
Sustainable Ledbury	Grant to purchase tools	2,500.00	0.00	2,500.00	BACS 28.06.2022
Sustainable Ledbury	Litter Bins on Town Trail	3,058.79	611.79	3,670.58	BACS 26.09.2022
Ledbury in Bloom	Hose pipe/bulbs	95.82	0	95.82	28.09.2022
Ledbury in Bloom	Autumn/winter plants	216	0	216	
Ledbury in Bloom	Autumn/winter plants	33.00	0	33.00	07.11.2022
	Total	7,298.55	661.79	7,960.34	

Fund Allocation	7,000.00
Expenditure to date	7,298.55
Balance remaining	-298.55
Transfer from Drop Kerbs	200.00
Total	-98.55

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Masters House Expenditure

Name	Description	NET	VAT	GROSS	TOTAL
Arkell & Hurcombe	Brass Plaque for Masters House trees	528.15	105.63	633.78	BACs 31.05.2022
Hereford Council	Contribution to the works to the map at Masters House	2471.85	0	2471.85	
		3000	105.63	3105.63	

Fund Allocation 3,000.00
 Expenditure to date 528.15
Balance remaining 2,471.85

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Awaiting invoice from HC

Bye Street Toilets Expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Heating maintenance Services Ltd	Plumbing Repairs to toilets	1368.74	273.75	1642.49	01.09.2022
Heating maintenance Services Ltd	Electrical Repairs to toilets	2100.00	420.00	2520.00	01.09.2022
Heating maintenance Services Ltd	Electrical Repairs to toilets	740.00	148.00	888.00	07.11.2022
Chris Hopkin General Builder*	External roofing repairs	1,220.00		1,220.00	
Total		5,428.74	0	6,270.49	

Fund Allocation 6,500.00
 Estimated costs 5,428.74
Anticipated underspend 1,071.26

DTC encountering difficulties getting a roofing contractor

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Dog Hill Woods Expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Ken White Signs	2 x Lecturn Signs	2,180.00	436.00	2,616.00	50% to be paid in advance July 2022
					Final payment made 07.11.2022
	Total	2,180.00	436.00	2,616.00	

x

Fund Allocation 2,000.00
 Estimated costs 2,180.00
Anticipated overspend -180.00

Lecturns delivered - waiting to be installed.

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Shop Front grants Expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Grants	Shop Front Improvements			6750.00	28.06.2022
	Shop Front Improvements			3,750.00	08.07.2022
	Shop Front Improvements			859.00	04.08.2022
	Shop Front Improvements			6,150.00	28.09.2022
	Shop front improvements			2889.00	03.11.2022
	Total	0.00		0	20,398.00

Fund Allocation 29,500.00
 Paid Out 20,398.00
 Grants outstanding 7,730.00
 Anticipated outturn 28,128.00
Anticipated underspend 1,372.00

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Jubilee Picnic in the Park expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Fiddlers Two	Band	250.00	0.00	250.00	Cash 03.06.2022
Peg Twenty Nine	Band	90.00	0.00	90.00	BACs 03.08.2022
Band For Life	Band	500.00	0.00	500.00	BACs 28.06.2022
Boels	Generator for bands	358.50	71.70	430.20	BAC's 28.06.2022
Oops a Daisy	16 x Large bows	48.00	0.00	48.00	BACs 28.06.2022
One Direct	Motorola Two Way radios	177.87	35.57	213.44	BACs 31.05.2022
Grapevine Publications	Printing of Jubilee Brochure - to be delivered to every house in Ledbury	875.00	175.00	1050.00	BACs 24.06.2022
Looby Lou Parties	Children's party services (Face painting and balloon modelling)	290.00	0.00	290.00	BACs 28.06.2022
Three Counties Toilet Hire	Portable toilets for event	600.00	120.00	720.00	BAC's 28.06.2022
Point to Point Service	First Aid Services for event	390.00	78.00	468.00	BACs 28.06.2022
Infinite	Wooden Crowns for Shop window competition	29.95	0.00	29.95	BACs 31.05.2022
E Jakson reimbursement	Shop window prizes	115.00	0.00	115.00	28.06.2022
One Stop	Craft Supplies	47.86	0.00	47.86	
RBL Shop	Platinum Jubilee Street Party Bundle x 10	336.25	67.25	403.50	BACs 31.05.2022
Flag & Bunting Store	35 x Union Jacks	146.25	29.25	175.50	BAC's 18.05.2022
Amazon UK	Games for Jubilee event	90.48	18.10	108.58	BACs 31.05.2022
Amazon UK	Games for Jubilee event	14.98	3.00	17.98	BACs
Big Game Hunters	Games for Jubilee event	111.98	5.95	117.93	BACs 31.05.2022
Local Residents	Street Party Grants (see attached)	900.00	0.00	900.00	BACs 07.06.2022
The Forest Sewing	Ribbons for decoration of Market House	180.00	0.00	180.00	
Street Parties	Grants	1250.00	0.00	1250.00	final payment made 06.07.2022
Total		6802.12	603.82	7405.94	

Fund Allocation

11,660.00

Expenditure to date

6,802.12

Total underspend

4,857.88

Transfer to Heritage Centre

2,600.00

Underspend

2,257.88

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Charter Market Expenditure - Completed

Company	Service/purchase	Cost	VAT	Total Cost	Paid
PopTents	10 x Gazebo's	8340.00	1668.00	10008.00	29.03.2022
	Total	8,340.00	1668.00	10,008.00	

Fund Allocation 8,340.00
 Actual Expenditure 8,340.00
Balance 0.00

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Public realm - Dropped Kerbs

Advised by Locality Steward that this dropped kerb likely to be installed at expense of Herefordshire Council - therefore these funds will not be used

Fund Allocation	2,000.00
Actual Expenditure	0.00
Overspend	2,000.00
	200
	<u>1,800.00</u>

Transfer £200 to Public Realm

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TIC Expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Route Maps	Ledbury & District Society	42.00	0	42.00	02.08.2022
Leaflet stand	Displays UK	215.00	43.00	258.00	01.09.2022
TIC Window Sign	Sign It	10.00	2.00	12.00	01.09.2022
Grapevine publications	full page editorial in focus	195.00	39.00	234.00	07.08.2022
route Maps	Various	28.00	0.00	28.00	13.10.2022
A3 Tear off Maps		2200.00	0.00	2200.00	
Architect services for reception*					
Total		2,690.00	84.00	2,774.00	

Fund Allocation 10,000.00
 Actual Expenditure 2,690.00
Remaining balance 7,310.00

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*Awaiting quotes

Poetry Festival Expenditure

Company	Service/purchase	Cost	VAT	Total Cost	Paid
Poetry Festival	Grant	8000.00		8000.00	01.09.2022
	Total	8,000.00	0.00	8,000.00	

Fund Allocation 8,000.00
 Actual Expenditure 8,000.00
Remaining balance 0.00

Grant awarded and feedback provided

Heritage Centre Upstairs Lighting

Company	Service/purchase	Cost	VAT	Total Cost	Paid
B Phillips	Lighting to Heritage Centre upper floor	600.00	0	600.00	yes
RS Electrical Supplies	electrical Supplies	1382.08	276.41	1658.49	
	Total	1,982.08	276.41	2,258.49	

Fund Allocation 2,600.00
 Actual Expenditure 1,982.08
Remaining balance 617.92

Funds transferred from Jubilee 2,600.00
Total 2,600.00

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