



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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1 February 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Wednesday, 7 February 2024 at 7.00 pm in the 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)*

13. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 18 January 2024 and to give consideration to any recommendations therein (Pages 1139-1144)

## **FINANCE**

14. To receive invoices for payment November 2023 (Final)  
(Pages 1061-1062)
15. Recommendations from other Committees (Pages 1063-1072)
- i. Finance, Policy & General Purposes Committee - Minute No. F92(2) – That Caroe & Partners be appointed to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost of circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.
  - ii. John Masfield Memorial Working Party - Request from Chairman – That Council agree to release £3,000 from the John Masfield Memorial Working Party grant, for use in respect of marketing, branding and communications of the project.
  - iii. Planning, Economy & Tourism Committee – 9 November 2023 (minute no. P119 refers) - That the Draft Markets Strategy document be recommended to Full Council for consideration and adoption ahead of the next stage, delivery plan.

17. Missing Defibrillator (Pages 1081-1082)

## **GOVERNANCE**

18. Terms of Reference – Environment & Leisure (Pages 1083-1086)
19. Internal/External Audit (If any)
20. Update on Committee Structure Task & Finish Group  
(Pages 1145-1146)
21. Notification of permission to proceed with Co-option for Casual Vacancy  
(Page 1087-1088)
22. Update on Co-option (Page 1089-1090)

## **GENERAL**

25. Officer Reports (Pages 1103-1118)
- i. Town Clerk
  - ii. Deputy Clerk

iii. Community Development Officer

**26. Outside Bodies (Pages 1119-1134)**

- i. Stromstad Twinning Association – 17 November 2023
- ii. Ledbury Food Group

**27. Street Vote Development**

<https://www.gov.uk/government/consultations/street-vote-development-orders-consultation/street-vote-development-orders>

**28. Date of next meeting**

To note that the next meeting of Full Council is scheduled for 28 March 2024

**29. 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**

**30. Citizen of the Year Nominations (Pages 1135-1136)**

**31. Notification of outcome of Insurance Claim against Ledbury Town Council (Pages 1137-1138)**

**Distribution: - Full agenda reports to all Councillors (12)  
Plus file copy**

**Agenda reports excluding Confidential items to:  
Local Press (2)  
Library (1)  
Police (1)**



# INVOICES FOR PAYMENT- January 2024

Agenda Item: 14

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT
10.01.2024	154801	BACS	Paperstation	Hand Towels	47.58	9.52
05.12.2023	3444209	BACS	Viking Raja	Stationery	70.80	14.16
04.01.2024	53577	BACS	Shredall	Confidential Waste	72.88	14.57
12.01.2024	154867	BACS	Paperstation	Stationery	17.90	3.58
10.01.2024	1452725551	BACS	Screwfix	2 x Oil Filled Radiators	49.98	10.00
09.01.2024		BACS	John walsh Tree Surgery	Survey trees bordering Biddulph Way	120.00	0.00
12.01.2024	10225244	BACS	Chubb Fire & Security Ltd	Fire Safety Agreement	1,026.95	205.39
15.01.2023	23797	BACS	Grapevine Publications	Full Page Advert World Book Day	195.00	39.00
15.01.2024	66843737	BACS	Hoople Group	Temporary admin staff	762.80	152.56
15.01.2024	66843735	BACS	Hoople Group	Temporary admin staff	652.25	130.45
15.01.2024	66843736	BACS	Hoople Group	Temporary admin staff	818.07	163.61
15.01.2024	66843734	BACS	Hoople Group	Temporary admin staff	987.80	197.56
10.01.2024	1394	BACS	Quickskip	Cemetery exchange	215.00	43.00
16.01.2023	14859	BACS	Adrian Hope Tree Services	Tree survey at Cemetery	595.00	119.00
16.01.2023	405	BACS	Urban Recreation	Remove old and install new play equipment at the Rec	10,850.00	2,170.00
					<b>16,482.01</b>	<b>3,272.40</b>

GROSS AMOUNT
57.10
84.96
87.45
21.48
59.98
120.00
1,232.34
234.00
915.36
782.70
981.68
1,185.36
258.00
714.00
13,020.00
<b>19,754.41</b>

## **LEDBURY MARKET CONSULTATION PAPER**

### **Introduction**

Ledbury Town Council acknowledges the need to develop the Town's Charter Market. The Council recognises that, in its current state, the market fails to attract traders, visitors and residents in numbers that could be considered viable in the long term. This strategy outlines an approach to developing the market offering to deliver a sustainable, workable solution. This document incorporates elements of previous draft policies and strategy papers.

### **Background**

An audit of the market undertaken in (Insert Date) reached the following primary conclusions:

- Visitor numbers were meagre and consisted mainly of a few returning local customers purchasing goods not readily available on the High Street (e.g. Fish and specialist cheeses).
- Customers generally 'shop & go' remain in the Town.
- A substantial majority of customers were Ledbury residents.
- The market was not attracting significant footfall from outside the Town.
- New stallholders often attend only once as they did not make enough revenue to deem their participation worthwhile.
- Ledbury is a market town that has antipathy towards its market. The Town Traders, in particular, view a town market as cannibalising sales.
- Current rules for traders are perceived as restrictive (e.g. Parking), and Ledbury is not a friendly or easy place to trade.

### **Aim**

Our goal is to have a vibrant, well-attended, positively trading, exciting market that attracts customers and market traders.

### **Objectives**

The three key objectives are to:

- Increase footfall from both Ledbury residents & external visitors.
- Create a thriving market that benefits stall holders and encourages them to regularly and consistently take a stall.
- Gain support from and promote participation amongst Ledbury Traders.

### **Competitor Analysis**

The team visited a variety of town markets across the Three Counties. Consideration focused on four primary areas:

- Footfall & attendance.
- Variety of stalls.
- Layout of the market.
- Reasons to visit that defined the market beyond the stalls.
- Stallholder engagement to gauge commercial success.

The busy markets with high footfall and regularly returning stallholders has the common feature that the market is a 'day-out' and the reason for visiting extended beyond habit buying. The more successful markets seemed to have something fresh to offer regular visitors to encourage them to return.

A mix of street entertainment, art, and music were intrinsic elements in the market offerings, creating a market day experience for customers rather than relying solely on trade. These markets also had a theme in keeping with the town's heritage and values. For example, Stroud market maintains a well-defined arts & crafts focus. Ludlow is known far and wide for the provision of artisan, fine local produce. It was also apparent that stallholders and visitors knew what to expect from the market and each other. More extensive, spread-out markets employed zoning to aid navigation and enhance the sense of a theme.

It was apparent that the successful markets had developed a 'Day Out' experience that encouraged visitors to remain at the market and in the towns for extended periods. This also boosted higher footfall from external visitors whom the supporting PR effort had attracted.

#### Ledbury Market Development – Principles of Design

The Ledbury market needs to develop its unique approach and values that support a positive customer, visitor and vendor experience. This strategic approach consists of three focus areas requiring detailed planning and work to deliver a market experience that all stakeholders will value and exploit.

Firstly, each market would be themed using a mix of options based on the Town's history and heritage to tell the 'Ledbury story'. Several theming opportunities could be developed, including historical characters (storytellers), a history stall, music, art and traditional activities (e.g. stocks).

Secondly, the development of zoned pitch offerings to include food demos, charity stalls, local organisations and large company stalls (e.g. to support recruitment) and make some stall space available for local traders to exhibit outside their shop environments.

The third area of focus is to make the market event attractive to children. If children can be attracted to the Town on market days, it is more likely that parents will remain at the market and in the Town for more extended periods. This also makes the market more attractive to external visitors. A broad mix of children's attractions could include fairground rides, mini cinema, jugglers balloon modelling, storytelling, puppetry, and face painting.



The ambition is to create an experience that is talked about and makes visitors want to come to Ledbury and townspeople wish to visit the market.

### STAGED APPROACH

#### Stage One – Immediate Approach

- The Charter Market will continue in the current position under and to the side of the Market House.
- LCC will attempt to negotiate the "freeing up" of unused parking spaces by market traders.
- Cones and barriers with signage will be implemented and cleared on Tuesdays and Saturdays. Town maintenance operatives or local contractors will schedule this work.
- The Town Clerk will apply current and updated Terms and Conditions and report to the Chair of Finance, Policy and General Purposes.
- Each Charter Market will offer one free charity or town organisation pitch.

#### Stage Two – Short-Term Approach

- Traders needing to sell from the back of their vehicle (e.g., cheese and fish) will continue to take a parking space to the side of the Market House.
- Other traders will use pitches under and in the Market House. Those agreeing to use pitches 'upstairs' in The Market House will be offered a peppercorn rent for the first six months. Terms and Conditions will apply.
- Market traders' transport vehicles will be booked into the remaining parking spaces.
- Local market-traders businesses, current traders, and "lapsed businesses" will be contacted and offered a twelve-month discount to rent a pitch. (discount calculated by 'profit' of Charter Market over the last 12 months).
- Current shop traders in Ledbury will be offered a 'free pitch' at the Charter Market. Other Terms Current shop traders in Ledbury will be offered a 'free pitch' at the Charter Market. Additional Terms and Conditions will apply.
- Permanent and temporary market signage will be designed, sourced, fixed or stored for day use.
- Weekly/ daily updates of traders who will be attending will be made to websites, public notices, Ledbury Reporter and local social media.

#### Stage Three – Midterm Approach

- The Charter Market will move to the redesigned and renovated area between St Katherine's, The Master's House, and The Barn
- Market traders' vehicles will park free of charge in St Katherine's Car Park.
- Additional parking spaces will be freed up to allow for expansion.
- Financial support will be sought from, e.g. Herefordshire County DBID (Destination Business Improvement District; Ledbury MTPI (Market Town Economic Development Investment Plan). Improvement District; Ledbury MTIP (Market Town Economic Development Investment Plan).

- Promotion will continue and be strengthened and linked to tour operators and transport links.

#### Stage Four – Long Term

- Consider potential asset transfer to support the strategy (e.g. Car Parks)
- Consider links to the public transport system and opportunities to develop new transport approaches.
- Link to LTC Renovation Plan (e.g. use of abandoned commercial premises and pop-up business opportunities)

# Ledbury Town Council Charter Market Policy



## Policy Statement

Ledbury Council has powers to establish and operate markets under the Markets Charter and part III of the Food Act 1984.

The Council's Markets Policy is intended to cover all market events held within the town of Ledbury. In order that potential market operators are fully aware of the council definition of a market the following guidelines are provided:

- The legal definition of a market is a 'concourse of buyers and sellers' (this means that the public are entitled to attend market events to buy and sell).
- A market will comprise not less than five stalls, stands, vehicles, whether moveable or not or pitches from which articles are sold.
- There will be an operator of the market who will be responsible for the organisation and delivery of the event.
- The term 'market event' includes car boot sales, antiques and craft markets, general markets, farmers' markets, and charity markets.
- A market may sometimes be held as an integral part of a special event/festival and where this arises the market element will fall within the Council's markets policy.

**This Policy will be reviewed on an annual basis. Any amendments or updates will be applied by the Town Clerk and reported to Finance, Policy, and General Purposes Committee.**

## General Information

1. The Market shall be open for business each Market Day from 8.00 am to 4.00pm. Stall holders should arrive from 7.30 am and must be clear of the site by 5.00pm.
2. Cones and barriers with signage will be put in place and cleared for Tuesday and Saturday Markets. The Town's Operative or Local Contractor will schedule this work.
3. Other than for loading or unloading, no vehicle shall be parked at any time on the roadway adjacent to the Market House or Market area unless the vehicle constitutes a Stall. **All vehicles must be removed by 8.30 am.**

4. Traders leaving early must cone-off their Pitch to avoid cars parking in Pitches; cones will be made available.
5. The Town Council shall look for traders to complement existing retail in the town.
6. The Town Council does not promise exclusivity to any trader.
7. One free charity or town organisation pitch will be offered at each Charter Market.
8. If there are vacant spaces at the market, The Markets Officer will offer traders the opportunity to utilise a further space at a discounted rate of £5 per pitch on the day.
9. If the Town Council becomes aware of any false information supplied on the licence application, a trader's licence may be terminated. Where a termination of the licence has taken place and the trader feels there are extenuating circumstances, they may make an appeal in writing to the Town Clerk, Ledbury Town Council, Church Lane, HR8 1DH.
10. All persons left in charge of a stall must be 18 years or over.
11. Market fees can be paid in advance by BACS or cash on the day.
12. The Town Council reserves the right to refuse permission or withdraw consent to trade at any time without notice; this will not be done without good reason. The decision will be taken by the Planning and Economy and Tourism committee, and Traders will be advised in writing and given the opportunity to appeal.
13. Traders may be re-located to an alternative site, free of charge, during Community Events. (During the October Fair which takes place during the second Monday and Tuesday of October, the Tuesday Market will not be held due to space restrictions.
14. No traders will be allowed to trade if their rent is in arrears by 4 weeks.
15. Special promotional rates may apply to new traders.
16. Additional charges for the use of the in-ground power supply will apply.
17. The Town Council will regularly promote the Charter Market and traders, including their wares, on social media and public press.

## **Traders Responsibilities**

18. Traders must ensure:  
They occupy the allocated plot as instructed by the Markets Officer.

That the size of plot matches that paid for.  
They comply with the Town Council's safety guidelines.  
They occupy their Pitches by 8.30am otherwise the Pitch may be reallocated for that day.

19. Notice of absence to be given by 2.00pm on the proceeding day by contacting the office on 01531 632 306.
20. Each Regular Trader is permitted up to a maximum of three days unforeseen absence (exempt from payment) in the 12-month period from April to March.
21. Seasonal Traders should provide a schedule of trading in advance, and will be given some flexibility.
22. If Traders are unable to source stock on the day immediately following a bank holiday, they must pre-book the day as absent giving four weeks' notice. However, if notice is not received within this time, a charge may be incurred.
23. Traders are expected to maintain adequate stock to trade until 4pm during the months of June, July and August unless otherwise agreed with the Markets Officer.
24. The traders must ensure that all refuse is collected from and around the Market House at the close of market and that adequate arrangements have been made for disposal. If litter is not removed arrangements will be made to collect litter and the traders will reimburse the Town Council for monies expended.
25. Stallholders and their assistants are required to conduct themselves in an orderly manner and are not permitted to perform any act which may cause annoyance or inconvenience to the public, nor to adjacent Stallholders.
26. All market traders must hold a current public liability insurance policy with cover of at least £5,000,000.00 (five million pounds) for any one claim. A copy of your insurance must be provided to the Town Council
27. All traders must comply with any relevant statutory requirements, bylaws and other legislation.
28. All accidents, disputes, thefts, disorderly conduct and goods lost and found must be reported to the Markets Officer.
29. No hawking / pitching is permitted at the Charter Market. If Hawkers are present at speciality markets, they will be asked to pay the going rate or asked to leave.

## Nature of Goods

30. The Council determines the right to determine the types of goods sold.
31. No stallholder may make a material change in the class of goods authorised to be sold, except with the written permission of the Town Clerk.
32. Any sale of alcoholic goods must be accompanied by the correct, approved Licence. Proof of this Licence must be obtained and presented to the Town Council before trading can commence.
33. No open bottle alcohol sales shall be permitted.
34. It is the responsibility of the trader to check what licenses may be applicable and ensure these are obtained where necessary.
35. Stallholders preparing food will be required to provide food hygiene/handling certificates. Proof of these Certificates **must** be obtained and presented to the Town Council before trading can commence.
36. The use of the Market Place for the performance, sale or display of live animals, birds, or fish will not be permitted.
37. No firearms (real or imitation) will be sold at the market, but domestic cutlery is permitted. The sale of any item that may be deemed to be of a harmful, objectionable or offensive nature, or that is prohibited by current Acts of Parliament, is not permitted.

## Equipment

38. Traders may supply their own stalls, including any tables and chairs.
39. Traders may request the use of the council's tables (for which there is a charge of £5 per table)
40. Traders may request a gazebo (free) on a first come first served basis. The gazebos were funded by the Great Places to Visit Grant in 2022.
41. Town Council Gazebos can be used under the Market House or outside. Traders must read and sign the gazebo terms and conditions before hiring.
42. Loudspeakers, instruments or other noise generating appliances are not to be used unless authorised by the Markets Officer and shall be so moderated as not to cause any nuisance annoyance or disturbance to residents in the vicinity and the trader acknowledges that their attention has been drawn to the bylaws with respect to noise pollution.
43. Infringement of any of the above conditions or non-payment of fees by the trader will be treated as termination of the licence with the Town Council and may affect future applications for market trading.

## Community Based Markets

Community-based markets are organised by local communities or organisations with the intention of raising funds for a specific charity or celebrating a special event. The Council will consider applications in respect of community-based markets having regard to the following requirements:

44. The markets must be operated on a non-profit making basis to assist a charity or community event and the operator shall supply relevant information to the Council if requested. While it is acknowledged that some traders will be selling goods for their own purposes, the Council will look for the event to have a strong charitable element in the way the event is organised.
45. In respect of any consent the operator must have adequate insurances, comply with trading standards guidelines, health and safety requirements and any other statutory provisions laid down by the Council.
46. The Council will insist on such other requirements as are deemed appropriate to ensure consumer and public safety standards.





<b>FULL COUNCIL</b>	<b>23 JANUARY 2024</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk

## **MISSING DEFIBRILLATOR**

### **Purpose of Report**

The purpose of this report is to advise Members that the Defibrillator normally held in the case on the Alms Houses is missing and has been since the end of November 2023, along with the issues staff are having relocating it.

### **Detailed Information**

On 26 November 2023, whilst setting up for the Christmas Lights Event a resident of the Alms Houses advised the Clerk that the Defibrillator Box was open, and that the defibrillator was missing.

On the return to the offices the following Monday, staff set about investigating whether the defibrillator had been used over the weekend and where it had been taken. On previous occasions the defibrillator has either been delivered to the Ambulance Station in Hereford or left with local Police, and staff have collected it from both sources.

However, on this occasion, despite numerous enquiries staff have not been able to locate the whereabouts of the defibrillator that should be in the box outside of the Alms Houses. They have contacted the Ambulance Service, the local Police and the Ambulance station where it has been collected from previously, directly but no-one claims to know where the defibrillator is. Staff have been advised by several members of the public that it was taken from the box on Saturday, 26 November 2023, and used and that the Ambulance Service took it away when they left.

Members will be aware that it is essential that this gets replaced, and staff were asked via the Planning, Economy & Tourism Committee to see if they could obtain a temporary replacement from the Ambulance Service until this could be located, however they do not offer this as a service.

Therefore, after much searching officers would suggest that Council should consider purchasing a replacement defibrillator and should the original one turns up at some point this could be used in the phone box on Bridge Street, which work is currently being carried out on to get it ready for a defibrillator to be installed.

### **Financial Implications**

The cost of a replacement defibrillator that has to be the same as the original, in order to fit in the box already in place would be circa £1,000, however the Clerk has received a number of emails from charities and groups offering funding towards defibrillators

and it is hoped that this funding could be tapped into to help purchase a replacement defibrillator, should the council wish to proceed.

**Recommendation**

1. That Members agree to purchase a replacement defibrillator to replace the missing one from the Alms Houses, and that if/when the original one is returned this be used in the phone box on Bridge Street if possible.
2. That the Clerk be instructed to investigate possible grant funding to help purchase the replacement defibrillator.

<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Angela Price – Town Clerk

## **TERMS OF REFERENCE – ENVIRONMENT & LEISURE COMMITTEE**

### **Purpose of Report**

The purpose of this report is to ask Members to approve the attached Terms of Reference of the Environment & Leisure Committee, noting that the War Memorial has now reverted back to this committee.

### **Detailed Information**

Members will recall that it had previously been resolved that once the refurbishment works to the War Memorial had been completed the War Memorial management would revert back to the Environment & Leisure Committee and that the Terms of Reference would be amended to reflect this.

Attached is an amended version of the Terms of Reference for the Environment & Leisure Committee, which now includes anew points, under "Delegated Powers" (no. 4), in respect of the War Memorial.

Members will note that in addition to these some other amendments have been made, all of which are highlighted in RED.

### **Recommendation**

That the attached Terms of Reference be approved and submitted to the next meeting of the Environment & Leisure for information and implementation.



## **TERMS OF REFERENCE**

### **ENVIRONMENT & LEISURE COMMITTEE**

The quorum of the Environment & Leisure Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Environment & Leisure Committee Quorum is currently three.

#### **UNDER DELEGATED POWERS**

1. To monitor the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
2. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
3. To implement the works programme of the Council in respect of the Market House, Cemeteries and Community Facilities.
4. To implement the works programme of the Council in respect of the War Memorial.
5. To authorise the Clerk to carry out all the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
6. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI).
7. To monitor the Climate Change Declaration on behalf of the Council and receive minutes and recommendations from the Climate Change Working Party.

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To consider public representation relating to the provision of services provided by the Council in respect of the Environment & Leisure Committee and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the Corporate Plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services.
4. To make recommendations on any increase in fees and charges in respect of the Cemeteries, Market stalls and room hire which exceed the CPI.

5. To make recommendations on the expenditure of monies in respect of services/purchases of goods, services or equipment etc. for Council buildings, cemeteries and community facilities which exceed budget allocations.
6. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management.
7. To **provide recommendations for inclusion** in the annual budget setting process.

<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Angela Price – Town Clerk

## **CASUAL VACANCY**

### **Purpose of Report**

The purpose of this report is to provide Members with the outcome of the Notice to Request an Election following the disqualification of a Councillor due to non-attendance for a period in excess of 6-months.

### **Detailed Information**

Members will recall that at their meeting held on 23 November 2023, they were informed that due to non-attendance at council meetings for a period in excess of 6-months, Neil Briggs was therefore disqualified as a Councillor.

The Clerk notified Herefordshire Council of the Casual Vacancy and a Notice to Request and Election was advertised on 8 December 2023, with a deadline for response of 2 January 2024.

On 5 January 2024 the Clerk received notification from Elections at Herefordshire Council that they had not received a request for an election and therefore Ledbury Town Council can now go forward and co-opt to this vacancy.

This has now been added to the number available in the press release of 15 January 2024.

### **Recommendation**

That the above information be received and noted.





<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Angela Price – Town Clerk

## **CO-OPTION**

### **Purpose of Report**

The purpose of this report is to provide Members with an update following an advertisement for Co-option.

### **Detailed Information**

At the meeting of Council held on 23 November 2023, it was agreed that a further round of Co-option would be carried out in early 2024.

Subsequently, an advertisement was sent to the Ledbury Reporter and shared on the Council website and social media platforms, with a deadline of 24 January 2024 for applications. Unfortunately, no responses have been received and a further request for the press release to be included in the 19 January 2024 edition of the Ledbury Reporter with an extended closing date of 16 February 2024.

Should any applications be received ahead of the Full Council meeting, the Clerk will advise Members at the meeting accordingly, with a view to arranging an extraordinary meeting for the purpose of considering applications received.

### **Recommendation**

That Members receive and note the above information.



<b>FULL COUNCIL</b>	<b>23 NOVEMBER 2023</b>	<b>AGENDA ITEM: 25</b>
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Report prepared by Angela Price – Town Clerk

## **OFFICER REPORTS - TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 15 November 2023.

### **Detailed Information**

Below is a list of meetings etc that the Clerk has attended since the 15 November 2023

- 16.11.2023 - SLCC Webinar – Martyn's Law – Martyn's Law, also known as the Terrorism Protection of Premises, has been developed for the purpose of improving protective security and organisational preparedness across the UK by mandating those responsible for certain premises and events to consider the terrorist risk and how they would respond to an attack. It is anticipated that this Bill, if passed, will come into effect in 2024 and it could potentially impact on future events both indoors and out, and it will certainly mean that officers will be required to include additional information in Events Management Plans in the future and it is hoped that SLCC or other sources will provide training for staff on this. More information on Martyn's Law can be found at: <https://www.protectuk.police.uk/martyns-law/martyns-law-overview-and-what-you-need-know#:~:text=08%2F11%2F2023,would%20respond%20to%20an%20attack.>
- 21.11.2023 – Planning, Economy & Tourism Committee meeting
- 22.11.2023 – NALC webinar – Making the Planning System Work – online event
- 22.11.2023 – Traffic Management Working Party
- 23.11.2023 – Meeting with Councillor Morris to discuss content of JMMWP agenda
- 23.11.2023 – Meeting with Stromstad Tourist Information Centre, CDO and Jill Jupp – this meeting was arranged to discuss how Ledbury Town Council could work with Stromstad TIC to promote their towns with each other. The first step was that each town would include something in their regular newsletter about the other, and as this meeting was close to Christmas it was agreed that we would swap Christmas traditions and recipes. – The Community Development Officer will be taking these meetings on her own in future.
- 24.11.2023 – Meeting with Councillor Newsham to discuss Finance matters

- 26.11.2023 – Christmas Lights Switch on Event – once again this was a great success, with good feedback from both Market Traders and visitors to the event. There were in excess of 40 stalls at the event and there were some lessons learnt in respect of how they arrive and set up going forward. Many of the market traders in attendance had not realised they could ask for a gazebo and whilst the Council only have 12 gazebo's it should be noted that more traders had requested them than could be provided.
- 29.11.2023 – John Masefield Memorial Working Party – the WP is currently waiting for the NLHF to release their updated funding application form, at which point Dr Jane Mee (Volunteer) will submit an expression of interest in order to hopefully open up a dialogue with them in respect of possible funding for this project. The next meeting is scheduled for 21 February 2024.
- 30.11.2023 – Worknest Employment Law Webinar – there are a number of changes coming into being over the next 12 months, some of which may impact on Ledbury Town Council, the key one being changes to the law in respect of annual leave for casual/seasonal workers and how this is calculated. This is still being worked out and it is hoped that further information will be available shortly.
- 01.12.2023 – Ledbury Late Night Shopping Event – stayed in Ledbury to support Maintenance Operative with dismantling gazebos and closing up Market House – reports from Market Traders were that they had done well, those in the Market House welcomed the opportunity to attend and still be in the warm. There were some concerns over the market stalls raised by the shop traders, and this is something that should be discussed with them at an early stage of 2024 to try and work together and compliment the late night shopping experience going forward.
- 04.12.2023 – Budget Monitoring Meeting
- 04.12.2023 – S106 Portfolio meeting – I had hoped to attend this online meeting, however due to the earlier meeting over-running I would not have got home in time to join online, and due to worsening weather conditions, I did not want to stay in the offices late and not be able to get home due to flooding.
- 06.12.2023 – Along with the CDO, we visited Blandfords in High Street to purchase gifts for children from struggling families, as identified by the Children's Centre and Ledbury Primary School. This year 49 gifts were purchased from the donations from local businesses which totalled over £1,000. The gifts were wrapped in house by Councillors Morris and Furlonger and collected by the two organisations in the week before Christmas.
- 06.12.2023 – Traffic Management Working Party meeting – this meeting provided Members with the opportunity to meet with representatives of AECOM to discuss the review of signage in Ledbury in respect of weight limits and locations of the various signs which appear to cause confusion in respect of the town centre boundary etc.

- 06.12.2023 – Extraordinary meeting of Finance, Policy & General Purposes – this meeting was called so that business that had not been completed at the meeting of 23 November could be completed, which included the 2024/25 Draft Budget and Grant applications.
- 07.12.2023 – Resources Committee Meeting
- 07.12.2023 – Extraordinary meeting of Full Council – this meeting was called so that the additional business undertaken at the EO Finance meeting on 06.12.2023 could be considered and approved accordingly. This meant that Ledbury Town Council were able to complete their budget setting process before the end of the year and provide their precept request for 2024/25 to Herefordshire Council in good time.
- 13.12.2023 – Meeting with Griff Holliday and others to discuss how the Council can support the Community Day event in June – further discussions are ongoing, and a report is to be submitted to the next Events Working Party meeting.
- 13.12.2023 – Tourism Task & Finish Meeting – it was agreed that further information was required in respect of the Tourism Strategy, the next meeting of this group is scheduled for 31 January 2024.
- 14.12.2023 – FP & GP Working Party to complete Committee Structure WP Data forms – a report in respect of information gathered from these meetings will be provided to full council for review.
- 14.12.2023 – Planning, Economy & Tourism Committee Meeting
- 15.12.2023 – Meeting with Deputy Clerk to discuss E & L workstreams ahead of meeting with E & L committee members to complete data forms for Committee Structure Review.
- 15.12.2023 – Meeting with Members of Resources to review recording of Resources meeting held on 5 October 2023 – findings to be reported to Resources Committee meeting on 1 February 2024.
- 18.12.2023 – Meeting to discuss Christmas Lights requirements for 2024 onwards – findings reported to E & L Committee on 4 January 2024
- 19.12.2023 – E & L Committee Structure meeting to complete data forms.
- 20.12.2023 – Meeting with Councillor Hughes to review sections 1 and 2 of Risk Register – reported to FP & GP Meeting on 18.01.2024
- 03.01.2024 – Meeting at Thorn Depot with BBLP and HC to discuss closure of Top Cross to allow works to take place in February 2024

- 08.01.2024 – Meeting with Councillor McAll to review next steps in respect of Data Sheets for Committee Structure WP
- 09.01.2024 – Online consultation with HC re County Plan – this was one of three online consultations organised. The outcome of this consultation will be provided to Members when received.
- 10.01.2024 – BBLP in Council Offices to provide drop in sessions re Top Cross Road Closure/road works in February 2024
- 11.01.2024 – Meeting with Clare Stone of Buses 4Us to discuss working together to investigate funding and possibility of Ledbury Town Council acquiring electric hopper type bus for local service. Clare was very positive and advised of various funding streams that may be available for the cost to purchase a bus. It was agreed that she would send some links and information to the Clerk for a report to be submitted to next TMWP meeting.
- 11.01.2024 – Planning, Economy & Tourism Committee meeting.
- 15.01.2024- Meeting of Councillors with Hoople at the request of Council – notes of the meeting to be provided to council for further consideration.
- 15.01.2024 – Pre-finance meeting with Councillor Sinclair
- 16.01.2024 – Annual Plan Delivery Session – BBLP at Thorn Depot – informative presentation provided by various departments within BBLP – slides to be provided in due course which will be forwarded to all Councillors. Again there was no other representation from Ledbury at this meeting.
- 17.01.2024 – Meeting with Councillor Morris to discuss JMMWP matters – updates to be provided to WP in February 2024.
- 17.01.2024 – Meeting of Councillors with NALC as agreed by council. Notes of this meeting will be provided to Council for further consideration.

### **Other ongoing projects and workstreams**

Service agreement between LTC and the Rogers Family – A Task and Finish Group has been arranged for consideration of the draft SLA prior to it being sent to Rogers Family for comment.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months and some of these need further actions – these take up a considerable amount of officer time and can on occasion create a back log of work for senior officers. Staffing issues will be reported via the Resources Committee where appropriate.

Awaiting on a decision from Council in respect of SID's, once approval given Commissioning application will be submitted and SID's ordered and installed.

GDPR Training is scheduled for staff and Councillors, there are still a few spaces for any councillor who would like to attend but has not responded.

Will be attending SLCC Practitioners Conference on 31 Jan and 1 February 2024.

Hoping to carry out full review of all council policies and procedures introduced since 2019 in the next twelve months.

Will be carrying out staff appraisals in February 2024.

**Recommendation**

That Members receive and note the above information.





## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 25(ii)</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **OFFICER REPORTS – DEPUTY TOWN CLERK’S REPORT**

#### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and ongoing work streams that have been undertaken by the Deputy Town Clerk since the last Full Council Meeting held on 23 November 2023.

#### **Detailed Information**

Below is a list of meetings etc that the Deputy Clerk has attended since the last Full Council meeting in November 2023 with some updates on particular projects.

<b>Date</b>	<b>Meeting / Update</b>
<b>2023</b>	
16 November	Finance, Policy & General Purposes Committee Meeting
23 November	Full Council Committee Meeting
	Met with Bliss Cleaners to review contract (having been in post for the past 12 months)
26 November	Christmas Lights Switch on Event – Ledbury Town
29 November	ILM Training
30 November	Webinar: “Employment Law Update – What’s coming in 2024”
4 December	Meeting with Calligrapher regarding Mayor/Councillor plaque for Cemetery
6 December	Climate Change Working Party Meeting
	Extraordinary Meeting of Finance, Policy & General Purposes
7 December	Events Working Party
	Meeting with Forestry Commission to discuss felling exercise at Dog Hill Wood
	Decorated Christmas tree at Cemetery Chapel, along with CDO
	Extraordinary Full Council Meeting
8 December	Meeting with LTC Groundsman, ahead of him returning to work in the New Year.
	Communication with Electrician over several days regarding Christmas lights/timers (Homend/Tree)
	Arranged for LTC Maintenance Operative to start preparatory works on the decommissioned public telephone box in Bridge Street, which is to be used for a defibrillator.
10 December	Attended Christmas Carol Service at St Michaels
12 December	Meeting with Electrician re EICR quote for Cemetery/LTC Offices
13 December	Attended Ledbury Cemetery to meet contractors installing CCTV

	Team Meeting
21 December	Issued Environment & Leisure Committee papers
15 December	Committee Structures Review Meeting with Cllr Chowns and Clerk
18 December	Researching information for Cemetery Fees Report for E & L
	Meeting with Cllrs to discuss Christmas Light requirements for 2024
19 December	Committee Structures Review Meeting with E&L Councillors to complete data forms.
	Researching the availability of storage containers and costs should the decision be made for the Council to purchase its own Christmas lights.
<b>2024</b>	
3 January	Ongoing exchange of emails with Coddington Christmas Trees to confirm Christmas Tree for 2024.
	Meeting with contractors at the Recreation Ground for the installation of the timber climber
4 January	Meeting with Adrian Hope Tree Services at Cemetery regarding Tree Survey for the Cemetery, taking place today
5 January	Telephone meeting with HC Streetworks Team to utilise road closure for Knapp Lane for benefit of felling trees at Dog Hill Woods
	Issued Quotation specification to 10 contractors for tree felling at Dog Hill Woods
	Arranged for local tree surgeon to visit a property in Biddulph Way to assess trees next to property (whether they were healthy or needed to be cut down)
9 January	Met with local resident to discuss the flower pots around the War Memorial and whether they should be planted up at different times of the year.
10 January	ILM Training (Final session)
12 January	Cemetery – Measure up for new Garden of Remembrance and deal with initial preparatory work before this goes out to contractors to quote for
	Establish location of meter boxes (Market House, Market Traders) for the Clerk
15 January	Attended Pre-finance meeting with Clerk and Councillor Sinclair
16 January	Telephone meeting with Balfour Beatty to discuss road closure for benefit of felling trees at Dog Hill Woods
	Preparatory papers for next Climate Change Working Party (7 Feb) issued to Chair for consideration
17 January	Reviewing quotations received in respect of tree felling at Dog Hill Woods and addressing any queries with contractors, ahead of report being presented to Full Council

## Updates

### **Council Offices – New guttering and drainpipes**

The torrential rain before Christmas identified several sections of the guttering on the Council Offices needing attention. D A Cook were asked to look at the guttering when

they were completing their works on the Market House and a quotation is awaited from them.

### **Market House**

As detailed in the last report, the plaster repairs to the Market House are still ongoing. As at 19 December 2023 the two panels which had been boarded over previously and which couldn't be reached from the scaffolding (put up by D A Cook for the roof repairs) have now been repaired, re-lathed and one backing coat applied but at that time it was not ready for a top coat hence why temporary boards were fixed to protect them. In the meantime, two new small areas had since been identified needing attention.

Ian Bishop is fully aware of these new sections which will get addressed when he finishes work on the above two panels, referred to above. Ian Bishop has been contacted and a date is awaited for when he can return to finish these works.

### **CCTV at the Cemetery**

The new CCTV system was installed at the Cemetery on 13 and 14 December 2023.

### **Tree Down at the Cemetery**

On Thursday, 21 December 2023, the high winds disturbed one of the trees at the Cemetery, as shown below. Fortunately, a local contractor was able to attend on the following day to cut down the tree and make the area safe. The contractor is returning to the Cemetery on 19 January 2024 to clear away all the brash.



### **Tree Survey for Ledbury Cemetery**

As noted above, the tree survey was carried out by Adrian Hope Tree Services on 4 January 2024. A copy of the tree survey will be presented at the next Environment & Leisure Committee meeting in March 2024. Of the 111 trees surveyed, 4 relatively small trees were identified as needing to be felled and with the balance mainly falling into two categories: no attention necessary or to sever ivy off the tree trunks, which is a task that was started last year by the temporary Groundsman.

## **Fire Compartmentation Survey (“FCS”)**

It has been difficult to find a company willing to undertake a FCS. However, one company has been approached, their detailed questionnaire has been completed but they have now requested detailed and up to date plans of the offices which are being sourced.

## **Electrical Installation Condition Reports (“EICR”)**

Members of the Environment and Leisure Committee met on 4 January 2024 and selected a company to undertake EICR testing at the Council Offices, Market House and Cemetery Chapel. The company has been appointed and a date is awaited for the works to take place.

## **Recreation Ground**

Members of the Environment and Leisure Committee voted to have a new timber climber installed at the Recreation Ground.



I am pleased to report that Urban Recreation installed the new piece of equipment in the first week of January and contractors returned a week later to lay the turf and install the rubber matting.

The inclusive roundabout was also serviced prior to Christmas and is now working well.

## **Tree Felling at Dog Hill Woods**

The Deputy Clerk met with the Forestry Commission at Dog Hill Woods to discuss the Woodland Management Plan and what measures could be put in place to fell the majority of the trees that were highlighted in the Tree Survey carried out by David Gardner in October 2022.

The Forestry Commission Representative recommended that most if not all of the trees along Knapp Lane should be felled despite the report suggesting that some should just have their crowns removed as soon as possible and certainly before the

end of February. The Deputy Clerk contacted Herefordshire Council's Streetworks Team to see if the road closure planned for Top Cross could be utilised for this tree felling exercise. Part of the road closure was to close Knapp Lane to prevent a "rat run" for local residents between 11 February and 17 February 2024 and therefore it seemed sensible to utilise this closure whereby tree felling contractors could get on with the works.

A detailed report is being presented at Full Council for Members to review and select a company to carry out the tree felling exercise.

### **2024 Christmas Tree**

Something to look forward to. This is a photograph taken of the tree that has been reserved for Ledbury Town Council for 2024. It will be approximately 28 feet from where it is cut to the top of the tree.



### **Recommendation**

That Members receive and note the above information.





<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 25(iii)</b>
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Report prepared by Olivia Trueman – Community Development Officer

## **COMMUNITY DEVELOPMENT OFFICER REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with details of meetings and work streams that the Community Development Officer has undertaken since the last meeting of Full Council.

### **Detailed Information**

Below is a list of meetings etc that the CDO has attended since the 23rd of November 2023

### **Meetings**

- **23.11.2023 Meeting with Stromstad Tourist Information Centre, Clerk and Jill Jupp** – this meeting was arranged to discuss how Ledbury Town Council could work with Stromstad TIC to promote their towns with each other.
- **24.11.23 Decorate / set up Grotto at Ledbury Town Council for Light Switch on**
- **26.11.23 Christmas Light Switch on Event**– A positive event organised by Officers. Worked from 11:00 – 6:30pm to help set up the food court in St Katherines Carpark and organise/run the free arts and crafts Workshop in the Burgage Hall.
- **28.11.23 Meeting at Ledbury Poetry** – This meeting was arranged by the Poetry House to discuss future town events, and how the Poetry Festival and Town Council could work more collaboratively. Updates on John Masefield and World Book Day were provided. There was a discussion on whether the Council would like to work with the Poetry Festival to celebrate National Poetry Day and hold events similar to the World Book Day event that the council organise.
- **28.11.23 Designed Ledbury Town Council's Winter Newsletter**
- **29.11.2023 John Masefield Memorial Working Party** – the WP is currently waiting for the NLHF to release their updated funding application form. It is hoped that this will be available in January. Dr Jane Mee (Volunteer) will submit an expression of interest with the hope to secure possible funding for this project.

- **06.12.2023 Gifts for families in need** – Along with the Town Clerk, we visited Blandfords to purchase gifts for children from struggling families, as identified by the Children’s Centre and Ledbury Primary School. 49 gifts were purchased by using donations from local businesses.
- **07.11.23 Events Working Party** – Minutes available on request.
- **7.11.23 Prepared and sent Tourism Agenda** – Agenda and minutes available on request.
- **07.12.23 Christmas Tree** - Decorated the Christmas Tree in the Chapel for the Candle Lighting Event with the help of the Deputy Clerk.
- **13.12.2023 Ledbury Celebration Meeting** – Invited to a meeting to discuss how the Council could support the Ledbury Celebration, which is currently run by the Food Group and Ledbury Poetry. It was agreed that a report would be submitted to the Events Working Party for consideration.
- **13.12.2023 Tourism Task & Finish Meeting** – it was agreed that further information was required in respect of the Tourism Strategy, the next meeting of this group is scheduled for 31 January 2024.
- **14.12.23 Community Network Meeting** – Meeting to bring together community groups and statutory services to connect with peers and share ideas and experiences, in particular, the need for youth provision. A meeting will be held January to discuss how Rural Media can work with the community to hold consultations and engagement workshops in Ledbury.
- **14.12.23 Meeting to discuss website** –Attended a meeting with Griff Holiday and Heather Coppock to discuss the possibility of local events being advertised on the Town Council website. A report will be provided to the Events Working Party.
- **15.12.23 Strategy for Funding Course**
- **17.12.23 Candle Lighting Event** – New Street Chapel was open from 10:00am – 2:30pm where residents could light a candle for loved ones. The event was well attended with over 70 visitors. It is believed that this year’s attendance was higher due to early advertising and a banner being displayed on the cemetery gate.
- **19.12.23 Meeting with Christine Tustin** – Meeting to discuss the Civic Society’s plans to create a brochure for the Heritage of Ledbury. A report has been provided to the Planning, Economy and Tourism Committee.
- **20.12.23 Meeting with Penelope Shaw** – To discuss Tourism in the Town and how the Masters House could contribute to Ledbury’s World Book Day.



- **21.12.23 WOW Meeting** – To discuss how the Community Hub and Ledbury Town Council could work together to hold Winter of Wellbeing Hubs during March 2024.
- **09.01.2024 World Book Day Sterring Group** – Meeting to discuss the progress of Ledbury's World Book Day.
- **16.01.24 Meeting with Ellie Scanlan** – Meeting to discuss what projects Creative Pathways are working on and how this could be promoted more.
- **17.01.24 Meeting with Ledbury Community Hub** – Meeting to discuss the Winter of Wellbeing funding application. Discussion included how much sessions would cost and what activities would run (this information was need in order to complete the funding application)
- **17.01.23 WOW funding application completed and submitted to Herefordshire Council**

### **Recommendation**

That the above report be received and noted.



# **MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION FRIDAY 17 NOVEMBER 2023 – TALBOT HOTEL DINING ROOM**

## **PRESENT:**

Cllr Helen l'Anson (Ledbury Town Council Mayor) (HA), Sue Bettington (SB),  
Cllr Stephen Chowns (SC), Nick Fish (NF), Mel Fish (MF), Mal Hughes (MH),  
Sue Hughes (SH) (both Ledbury Community Choir), Clive Jupp (CJ) and Jill Jupp (JJ).

**APOLOGIES:** Caroline Alexander (CA) – Chairman, Pauline Bates (PSB),  
Cllr Phillip Howells – Ledbury Town Council (PH), Hilary Jones (HJ), Paul Knott (PK),  
Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO).

**IN ATTENDANCE:** None.

ITEM NO:	SUBJECT	ACTION
1.	<b>WELCOME AND INTRODUCTIONS:</b> the Meeting elected CJ as Chair as CA and SO were not able to attend	
2.	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING:</b> MH proposed and SH seconded that the Minutes were a true and accurate record of the meeting. They were then signed by the Chair.  No matters arising not covered by the Agenda.	
3.	<b>TREASURER'S REPORT:</b> SB reported that the bank balance was currently £1392.98. The balance included funds from the Carnival stall and some late membership fees,  CJ explained re the problems with Barclays Bank; they kept requesting the completion of paperwork which had been sent twice before in their pre-paid envelope. CJ to continue the liaison with Barclays.	<b>CJ</b>
4.	<b>MEMBERSHIP RENEWAL:</b> No update.  <b>Membership Fees:</b> Carry forward to next meeting when Chair and or Vice Chair would be present.  <b>New Membership Leaflet:</b> Work in progress.	<b>COMMTE</b>
5.	<b>LEDBURY SWIFTS UPDATE:</b> NF explained that the Swifts would not be going to Strömstad in 2024 but plans were being made for IFK Strömstad Under 15s to visit Ledbury at the end of May, staying at Ledbury Football Club,	

	Ledbury Town Football Club were also hoping to carry out a pre-season tour to Strömstad, in 2024, staying at IFK.	
6.	<p><b>REPORT FROM STRÖMSTAD GROUP:</b> Jon Lindell had reported that several initiatives were being planned by the Strömstad Group, including:</p> <p>An English style afternoon tea with entertainment (based on the FIKA coffee morning held in Ledbury) to be held at a local café in Strömstad.</p> <p>Arrangements for the music collaboration with the Ledbury Singers 'PIAF with Friends'</p> <p>Traditional Swedish Midsummer Event.</p> <p>Ninni is working to keep the schools' cooperation active. There are 2 pupils who wish to visit Ledbury.</p> <p>Physical home for the Twinning in Strömstad.</p>	
7.	<p><b>MUSIC COLLABORATION – APRIL 2024:</b> MH reported that Nina and Bosse Markendahl, plus two or three other musicians would be in Ledbury week commencing 1 April 2024.</p> <p>Ledbury Rugby Club had been booked for the evening of Friday 5 April 2024 for 'Piaf with Friends' a joint concert with The Ledbury Singers. The plan was to create a 'Parisien Style' Night Club setting.</p> <p>MH, SH were working very closely with the Markendahls to arrange the event.</p> <p>This event would require the Twinning Committee to take on the 'Event Management' and arrange the set up and taking down of the equipment etc. for the event.</p> <p>Separate meeting to be held to arrange the details. Monday 11 December 2023, 3.00 pm at the home of CJ and JJ. (CJ, NF, MH and SH to attend).</p> <p>On the evening of Saturday 6 April, the plan was for Nina and Bosse to perform at The Talbot, as they had done in the past. JJ had discussed with Richard at The Talbot and the event had been diarised.</p>	<b>CJ/NF/MH/SH</b>

	The Markendahls and other musicians would be staying with MH and SH and CJ and JJ.	
8.	<p><b>SOCIAL EVENTS AND FUND RAISING:</b></p> <p><b>Swedish Coffee Morning Saturday 23 September 2023 ‘Ska Vi Ha Fika’:</b> This had been a very enjoyable and well attended event. Good publicity had been in place both prior to and following the event. A big thank you was due to The Talbot Hotel for hosting and providing delicious Swedish style food and the Mayor and Town Council for</p> <p><b>Christmas Lights Switch On – Sunday 26 November:</b> It had been agreed that the Association would have a stand (indoors) at the event to have a presence and support the event.</p> <p>JJ and CA to plan but essentially around Swedish style Christmas traditions, with food tasting, quiz and craft activities for families.</p> <p><b>Christmas Dinner Celebration:</b> Friday 8 December 2023 7.30 pm Talbot Hotel. JJ to forward menu choices to SB.</p> <p><b>Quiz March 2024:</b> Date to be arranged. JJ to liaise with HJ to take this forward with British Legion Club and Quiz Master.</p> <p><b>Midsummer Celebration in Strömstad Friday 22 June 2024:</b> This was an invitation from Nina and Bosse Markendahl to celebrate Midsummer Swedish style.</p> <p>More information to follow early in 2024.</p>	<p><b>CA/JJ</b></p> <p><b>JJ/SB</b></p> <p><b>JJ/HJ</b></p>
9.	<p><b>EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STRÖMSTAD:</b> JJ had been in contact with Jacob Bragg, the teacher at Ledbury Primary School, who was the contact for the Association within the School. Jacob was keen to have a talk etc. for the year group. Date arranged for Monday 3 December, to talk to two Year 4 classes. CA and JJ to plan and deliver.</p> <p>In the new year contact Eastnor and Bromesberrow Primary Schools re talk about Twinning and Swedish Easter traditions.</p> <p>MF and NF to contact JMHS re links there.</p>	<p><b>CA/JJ</b></p> <p><b>JJ</b></p> <p><b>MF/NF</b></p>
10.	<b>TALKS TO LOCAL GROUPS:</b> See item 9 above re local schools.	

	Need to arrange a time to talk to LTC Full Council Meeting to bring them up to date re Twinning. JJ to contact the Clerk.	JJ
11.	<p><b>SOCIAL MEDIA:</b> MF was uploading items regularly to the Facebook Page,</p> <p>MF had invited Ninni Liljestränd Qvicklund and Jon Lindell to be administrators for the Page to enable them to upload information from the Strömstad side.</p> <p>MF to set up 'Whats App' Group for Committee.</p>	<p><b>MF</b></p> <p><b>MF</b></p>
12.	<p><b>A.O.B: Links Between Tourist Information Centres:</b> Meeting arranged for Thursday 23 November with the Clerk, and Community Development Officer at Ledbury Town Council, Asa Masselberg, Manager of Strömstad Tourist Information Centre and JJ. Meeting to take place via Teams.</p> <p><b>HMS Ledbury:</b> JJ and CJ had spoken to Craig Clark, Lieutenant Commander of HMS Ledbury, at the Mayor's Civic Service and Remembrance Sunday. They had arranged to provide Twinning membership information to Craig to enable the honorary membership for HMS Ledbury to be reinstated.</p>	<p><b>Clerk/ CDO/AM/ JJ</b></p>
13.	<p><b>DATE OF NEXT MEETING: Wednesday 3 January 2024 7.30 pm. Venue Talbot Hotel Dining Room</b> JJ to confirm with RJ.</p> <p>The Meeting closed at 9.00 pm. CJ thanked everyone for attending.</p>	



# LEDBURY & STRÖMSTAD TWINNING ASSOCIATION

## WINTER 2023 NEWSLETTER

The Winter Newsletter comes with Christmas messages from both sides of the North Sea.

### **Greetings from Strömstad - Wishing You A Merry Christmas And A Happy New Year**

Christmas is approaching and Strömstad is covered in powder white snow. Our small town by the sea is even more beautiful this time of year, all dressed up in lights and Christmas decorations. Last weekend, we kicked off what we call the "Christmas period", starting with the lightning of the big Christmas tree in the City's main square. Here, family activities take place every weekend and Santa Claus is frequently seen in the big, red sledge placed in the middle of the square. The city center comes alive, and it's good to see that our local business, shops and companies, has gained almost full strength after the Covid-period. This week we got a receipt of that from the national banking business, Strömstad has the largest amount of companies showing growth compared to the other 49 municipalities in our region! This no 1-ranking is about the best Christmas present we could get in the hard times the world is experiencing for the moment.

While some of us are getting prepared for Christmas by baking gingerbread houses and cookies, visiting Christmas markets, attending Lucia celebrations etc, others prefer close contact with the North Sea. A cold and refreshing Christmas bath in the sea combined with a hot sauna is a trend growing in popularity. Hope you have the time to visit us in wintertime, we will be happy to show you how to approach the Sea all year round!

### **Merry Christmas and a Happy New Year!**

Kent Hansson, Mayor of Strömstad along with many citizens of Strömstad!









## Greetings from Ledbury: the Mayor of Ledbury's Christmas Message to Strömstad

Ledbury is flooded with Christmas lights, and everyone is coming into the shops of our lovely town which has been voted the 4th prettiest town in the Country recently in the Daily Telegraph. We have had lots of exciting events take place recently including the installation of Hedgehog Homes designed by local children for our Cemetery, Remembrance Sunday Parade, Christmas Light Switch On event, a festive Coffee Morning in aid of my two chosen charities, a Late-Night Christmas Shopping event organised by local traders and the Town Carol Service.

With all the festive events now taking place in Ledbury, myself and many others are now in the Christmas Spirit! We still have our annual Candle Lighting event, which is taking place this weekend, where people in Ledbury can light a candle to remember loved ones. Wrapping up my Christmas update I would like to wish all in Strömstad a very Merry Christmas and a Happy New Year! We look forward to hearing from you again soon and seeing those who visit Ledbury in 2024!



**Message from the Chair of Ledbury Strömstad Twinning Association:** 2023 has been another good year for Ledbury and Strömstad twinning Association. We have held some enjoyable events and have participated in other community events.

Ledbury Swifts have again visited Strömstad to play football matches with locals teams. Their motto is "Vänskap genom sport" "friendship through sport" This ethos is very evident during their visits. We are excited to say that there are plans for a team from Strömstad to visit Ledbury in early summer this year.

We held another very successful and tasty Swedish Smorgasboard evening in the Talbot this year. If passing the Talbot hotel do pop in to the "Little Strömstad" bar for a drink and to also see the selection of books and memorabilia from Strömstad on display there. Our grateful thanks to Richard and the Talbot team for their continuing support for the Twinning Association.

We will be planning more events for this year and hope you will be able to join us.

Finally, I would like to thank our President, Adam Munthe for all of his support during the last year and of course our very hard-working committee.

I wish you all a very happy and peaceful NewYear. **Caroline Alexander**

### **Strömstad Christmas and New Year Traditions:**

Christmas in Strömstad starts on the town square with the lighting of the Christmas tree and evening opening in many shops and restaurants with great offers. Both young and old gather in the city square on the first Friday evening in December to witness the lighting of the Christmas tree. Hundreds of small lights illuminated both shops, streets, and squares on Friday evening as the 46th edition of the present hunt began for the first advent. The atmosphere was enhanced by Christmas songs like "Let it snow! Let it snow! Let it snow!" and "Nu tändas tusen juleljus" (Now a thousand Christmas lights are being lit). Around 40 different shops in the merchants' association had evening opening hours during the event.



The same weekend, on the first Sunday of Advent, a Skyltpromenad is organized. which translates to "promenade with questions" where people take a stroll (promenad) around a city while answering questions with varying topics such as cultural events and local history. During the Skyltpromenad people also can enjoy the various Christmas displays and decorations in storefronts and vote for the most "best dressed Christmas windows". Four weeks before Christmas, the liturgical Advent period begins, and it is customary in Sweden to light a candle each Sunday. The children's excitement mounts as windows pop open on their Advent calendars. It is customary to hang a star fashioned from paper or straw in your window, symbolising the guiding star of the Three Wise Men. At least once before Christmas Eve, friends and colleagues gather at restaurants for a "Christmas buffet", which combines traditional Christmas dishes with the riches of a smörgåsbord.

Christmas markets are part of the Christmas season, and in and around Strömstad, several atmospheric markets are organized from the end of November until Christmas. A Christmas market, offering quality handmade products, ranging from handcrafted objects in wood and ceramic to knitted mittens and sheepskin slippers. Christmas-themed food and drink complete the experience, including the winning combination of a steaming cup of 'glögg' (mulled wine) and a 'pepparkaka' (gingerbread).



In addition to Christmas music in churches, the highlight for many residents of Strömstad is the annual Christmas concert in Strömstad Stadshus (City Hall). Local musicians Anders Ådin, Jenny Gustavsson, Andreas Wendelholt, and Thomas Flodin bring their instruments: saxophones, hurdy-gurdy, guitar, violin, accordion, and, not least, their voices for their annual Christmas concert.

### **Lucia – Bearer of Light, Hymns and Swedish treats**

The Lucia tradition, held on 13 December, is as integral to Swedish culture as midsummer and crayfish parties. Immensely atmospheric, this 400-year-old custom brings peaceful joy each year on 13 December and play a particularly important role, when Swedes celebrate to mark the winter solstice. With the country shrouded in darkness, girls and boys wear white gowns and carry candles, singing songs to celebrate Saint Lucia, the bearer of light.

St Lucia is dressed in a white gown with a crown of candles in her hair. She is accompanied by a train of white-clad attendants: "Stjärngossar" - boys wearing tall paper hats with stars on them, the "Leander" of whom is called Staffan and "Luciatärnor" - girls with glitter in their hair. All singing traditional songs and bringing trays of coffee, "lussekatter" (saffron buns) "pepparkakor" (ginger biscuits) and "glögg" (mulled wine).

Lucia is celebrated at schools, workplaces and by families. The Lucia procession is performed at Strömstad church and also old people's homes.

**Cold Bathing:** Magical winter swimming in Strömstad's cold bath house is popular and there's a strong tradition of open-air baths and cold bathing in Sweden. It is said that cold bathing with sauna has health benefits and that the thermal shock between the hot sauna and the cold water can increase circulation, reduce stress, and improve well-being. It is also a social activity and a part of Swedish culture, especially during the winter months when lakes and seas are cold.



### **Christmas Eve – the Highlight of the Season**

Though the entire Christmas season centres on socialising over a treat or two, Christmas Eve is the main event. When hunger sets in, it's time to gather around the buffet-style 'julbord' – a Christmas smorgasbord that offers the full medley of Swedish Christmas food, with everything from Christmas ham ('julskinka') and Swedish meatballs to pickled herring ('sill') and chopped beetroot salad ('rödbetssallad').

Dessert-wise, expect the delicious classic 'Ris à la Malta', a vanilla rice pudding typically served with orange slices. And as for drinks, 'julöl' – a dark, seasonal beer – and the soft drink 'jultust' (a bit like root beer) are key, along with traditional snaps.

Around the julbord, "skål" is uttered to mark a toast. And as for other Christmas greetings in Sweden, the most important ones are "God Jul" (Merry Christmas) and "God fortsättning", meaning "enjoy the rest of the holidays".

In Sweden, Santa ('jultomten') joins the party, generously handing out presents in person. The in-joke between grown-ups is for someone to announce that they're "popping out" to get the newspaper, only to return dressed up as Santa.

Unsuspecting children have no idea it's their dad, mum or neighbour hiding behind the bushy beard.



When the clock strikes 3:00 pm it's time for a dyed-in-the-wool Swedish tradition – namely to gather in front of the TV to watch the annual 'Donald Duck and his friends wish you a Merry Christmas' show ('Kalle Anka och hans vänner önskar God Jul'). This medley of Disney classics – including Cinderella, Snow White and Mickey Mouse – features original clips as well as more recent additions. A Swedish Christmas Eve wouldn't be complete without it.

### 'Julbord' – the ultimate Christmas smorgasbord

The mere mention of 'julbord', translating to 'Christmas table', gets Swedes into the holiday spirit.

The crowning glory of this mainstay is the Christmas ham ('julskinka'). Boiled and breaded, it's presented in its entirety and then sliced and eaten cold, often with a dollop of mustard. Other essentials – several of which were considered luxury foods for Swedish households a couple of centuries back – are Swedish meatballs ('köttbullar'), dry-cured salmon ('gravlax'), short ribs, cocktail sausages ('prinskorv'), potatoes, chopped beetroot salad ('rödbetssallad') and different varieties of pickled herring ('sill'). Many make their own, buying herring in brine and adding spices and sauces.

A relatively new addition, added to the table in the 1940s, is 'Jansson's temptation' ('Janssons frestelse'), a gratin dish made of julienned potatoes, onions, anchovies and cream. The smorgasbord offer also unusual treats such as jellied pigs feet, 'lutfisk' (air-dried white fish soaked in a salt solution), 'gubbröra' (an egg and anchovy mixture), and rice porridge that oozes with cream, sugar and cinnamon. Superstition has it that whoever finds the whole almond in their porridge will marry within the year.

To wash it all down with, there is 'julöl' (dark, seasonal beer) and snaps, although no julbord is complete without 'julmust' – an alcohol-free soft drink that tastes like a cross between Coca-Cola and root beer. The Swedish Christmas menu – spanning food, drink and sweet treats – embodies the warmth of spirit that Swedes wrap themselves up in.

**Christmas Closing Ceremony:** The Christmas period finally ends with the Christmas tree looting in January – a closing ceremony when Christmas is danced out. 'Julgransplundring' (Christmas Tree plundering). This takes place on the 20th day of Christmas (Tjugondag Knut, St Knut's Day on January 13th) and involves dancing





around the tree before removing the Christmas decorations, smashing and eating of gingerbread houses, as well as games and music. Finally, the tree is removed from the house; in the past, they were literally thrown out of windows, but these days they are taken to a designated area.

## Christmas Recipes

### JANSSON'S TEMPTATION

#### Ingredients (Serves 6-8)

1.2 kg potatoes  
400 g onions  
375 g spice-cured sprat filets  
600 ml heavy whipping cream  
salt, white pepper  
breadcrumbs  
butter

#### Method

Preheat the oven to 200 C/Gas mark 6). Peel the potatoes and cut them into strips. Peel and cut the onions into thin slices, sautéing them gently in a little butter without browning. Grease an ovenproof baking dish and cover the bottom with a layer of potatoes, then add half the onions and half the sprat ('anchovy') filets. Another layer of potatoes, then the rest of the onion and sprats. Finish with a layer of potatoes. Flatten the surface, apply a few turns of pepper fresh from the mill and sprinkle on a little salt. Pour the cream. Place a few pats of butter on top and, if desired, sprinkle with some breadcrumbs. Bake in the middle of the oven for about an hour.



### ST LUCIA TRAYBAKE

#### Ingredients (Makes 12 large buns)

50 g fresh yeast  
1 g saffron, ground  
300 ml milk, room temperature  
90 g granulated sugar  
2 eggs + 1 egg for brushing  
200 g butter, room temperature  
600 g wheat flour (approx.)

#### Filling:

120 g brown sugar  
150 g butter, room temperature  
100 g almond paste, grated--

#### Method

Dissolve the yeast in milk together with saffron and sugar in a dough bowl.

Add the eggs, almost all the flour and add the butter.

Knead the dough for a few minutes. Leave to rise to double in size under a baking sheet, about 40 minutes. Press a finger down gently and when the dough puffs up, it's ready.

Remove the dough to a floured baking tray. Knead the dough and flatten it, let it rest for 5 minutes.

Roll out to 40 x 35 cm, spread the filling and roll up like you would with cinnamon rolls.

Cut into 12 equal sized pieces, place them in a greased or baking paper lined ovenproof tray 30 x 40 cm. Leave to rise for another 20 - 30 minutes. Press a finger down gently and when the dough puffs up, it's ready.

Preheat the oven to 200 C. Brush the buns with lightly beaten egg.

Bake on the bottom shelf of the oven until the buns are cooked through. This will take about 25 minutes



## TRADITIONAL ENGLISH CHRISTMAS PUDDING

### Ingredients:

- 450g/1lb dried mixed fruit (use a mixture of sultanas, raisins, and snipped apricots)
- 1 small cooking apple, peeled, cored and roughly chopped
- 1 orange, finely grated rind and juice
- 3 tbsp brandy, sherry, or rum, plus extra for flaming
- 75g/3oz butter, softened, plus extra for greasing
- 100g/3½oz light muscovado sugar
- 2 free-range eggs
- 100g/4oz self-raising flour
- 1 tsp mixed spice
- 40g/1½oz fresh white breadcrumbs
- 40g/1½oz whole shelled almonds, roughly chopped



### For the Brandy Butter

- 100g/3½oz unsalted butter, softened
- 225g/8oz icing sugar, sieved
- 3 tbsp brandy, rum or cognac

### To Serve:

4 tbsp brandy or rum

### Method

1. Measure the sultanas, raisins, apricots and apple into a bowl with the orange juice. Add the measured brandy (rum or sherry), stir and leave to marinate for about one hour.
2. Put the measured butter, sugar and grated orange rind into a large bowl and cream together with a wooden spoon or a hand-held whisk until light and fluffy. Gradually beat in the eggs, adding a little of the measured flour if the mixture starts to curdle.
3. Sift together the flour and mixed spice, then fold into the creamed mixture with the breadcrumbs and the nuts. Add the soaked dried fruits with their soaking liquid and stir well.
4. Generously butter a 1.4 litre/2½ pint pudding basin. Cut a small disc of foil or baking parchment and press into the base of the basin.
5. Spoon into the prepared pudding basin and press the mixture down with the back of a spoon. Cover the pudding with a layer of baking parchment paper and foil, both pleated across the middle to allow for expansion. Tie securely with string and trim off excess paper and foil.
6. To steam, put the pudding in the top of a steamer filled with simmering water, cover with a lid and steam for eight hours, topping up the water as necessary.
7. To boil the pudding, put a metal jam jar lid, or metal pan lid, into the base of a large pan to act as a trivet. Place a long, doubled strip of foil in the pan, between the trivet and the pudding basin, ensuring the ends of the strip reach up and hang over the edges of the pan. This will help you to lift the heavy pudding basin out of the pan of hot water when it has finished cooking.
8. Lower the pudding onto the trivet and pour in enough boiling water to come half-way up the side of the bowl. Cover with a lid, bring the water back to the boil, then simmer for about seven hours, until the pudding is a glorious deep brown colour, topping up the water.
9. For the brandy butter, place the butter into a mixing bowl and cream with a wooden spoon until light and fluffy – or for speed use an electric hand-held mixer. Beat in the sieved icing sugar until smooth, then add brandy, rum or cognac, to taste. Spoon into a serving dish, cover and set aside in the fridge.
10. When cooked through, remove the pudding from the pan and cool completely. Discard the paper and foil and replace with fresh. Store in a cool, dry place.
11. To serve, on Christmas Day, steam or boil the pudding for about two hours to reheat. Turn the pudding onto a serving plate. To flame, warm the brandy or rum in a small pan, pour it over the hot pudding and set light to it. Serve with brandy butter.

**Ledbury Swifts:** At the end of July, Ledbury Swifts Under 16 Boys returned to Strömstad to play in matches against other Swedish/Norwegian teams. The Swifts boys/girls have been going to Strömstad to play on an annual basis since 2000 and are the Association's greatest and most consistent ambassadors. As always the Swifts received a wonderful welcome in Strömstad. Three matches were played, the Swifts won a match, lost one and won the Ledbury Cup, the latter played against IFK Strömstad. There was also a match between the coaches of Ledbury Swifts and IFK Strömstad. A big thank you to IFK Strömstad for hosting the Ledbury team, coaches, and parents.

Plans are being made for a visit from IFK Strömstad to Ledbury towards the end of May 2024.

### **Ledbury Carnival Day August Bank Holiday**

**Monday:** The Committee drove a decorated vehicle in the procession and had a stall in Town; the theme was 'Ledbury Blooms'. We look forward to participating again in 2024.



### **Ska Vi Ha Fika:**

A Swedish Style Coffee Morning 'Ska Vi Ha Fika' was held towards the end of September. The Association are very pleased to have had the opportunity to work collaboratively with the Mayor and Town Council Office on this event, raising awareness of the long-standing Twinning friendship with Strömstad and the Mayor's charities. It was a very enjoyable and well attended morning. A big thank you was due to the Talbot Hotel for hosting and supplying delicious Swedish style food.



**Christmas Lights Switch On:** The Association supported the Ledbury Christmas Lights Switch On with a stand celebrating Swedish Christmas traditions, offering Glögg and Kanel Bullar (Cinnamon Buns) and craft activities.

**Talk to Ledbury Primary School:** The Association enjoyed speaking to two groups of Year 4 pupils at the School about the Twinning and Swedish Christmas traditions. The children were very interested and asked lots of questions. They enjoyed singing the song Tre Pepparkaksgubba and trying on St Lucia costumes. Each class was given a Tomte as a Christmas gift and Pepparkakor biscuits to sample. We hope to continue these activities in 2024 and rebuild links with schools in Strömstad.





**Links with Stromstad Tourist Information:** In November a very fruitful on-line meeting was held with the Clerk and Community Development Officer at Ledbury Town Council Tourism Office, Asa Masselberg of the Tourist Office in Strömstad and the Secretary of the Twinning Association. Ways of working together more closely for the benefits of tourism in both towns were discussed, we exchanged information about Christmas traditions in each other's towns, which were reflected in the Ledbury Town Council Christmas Newsletter and are considering how we can live stream special events taking place in each other's towns, such as the Christmas Lights Switch on.

**Forthcoming Social Occasions: Quiz – Friday 15 March 2024 7.30 pm:** To be held at the Ledbury British Legion Social Club. This is always a fun evening and well supported. More information to follow.

**Piaf with Friends:** Nina and Bosse Markendahl, and the Ledbury Singers will be performing 'Piaf with Friends' at the Ledbury Rugby Club on Friday 5 April 2024 at the Ledbury Rugby Club. Nina and Bosse performed with the Ledbury Singers, several years ago and it was a very enjoyable evening. More information to follow.

It is also arranged that Nina and Bosse will perform at The Talbot on the Saturday evening.

**Swedish Language Group:** the Group has continued to meet during the last year. We have enjoyed some very entertaining evenings thanks to the endeavours of the Co-ordinator, Paul Knott.

**Strömstad Group:** A group has been set up in Strömstad to coordinate activities connected with Twinning. Education and music are represented within the group. They are involved with the arrangements for bringing 'Piaf with Friends' to Ledbury and other initiatives for highlighting Twinning in Strömstad.

**Membership Renewal:** Letters regarding membership renewal will be going out in the next few weeks but in the meantime if you have any questions, please contact the Secretary on [jill\\_jupp@hotmail.co.uk](mailto:jill_jupp@hotmail.co.uk) or 07531 311991



**God Jul and Gott Nytt Ar**





Connect, discover & celebrate

# Ledbury Food Group



From the Treasurer, 9 Lambourne Close, Ledbury HR8 2HW 01531 634033

The Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
HR8 1DH  
Ref: AP/Grants/2023

3 January 2024

Dear Ms Price,

Thank you for your letter of 21 December last, informing me that the Ledbury Town Council has awarded Ledbury Food Group a grant for 2024/25 for £1,500.

May I express our grateful thanks to the Council and to you for actioning this grant and I note that we will provide a report on how the money has been spent, as requested.

Please find details of our bank account below.

Yours sincerely,  
David McCauley

A handwritten signature in black ink, appearing to read 'David McCauley'.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE**

**HELD ON 18 JANUARY 2024**

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**PRESENT:** Councillors Bradford, Eakin, Furlonger, l'Anson, Newsham and  
Sinclair (Chair)

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
Councillor Don McAll

**F117. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Harvey, Howells  
and Hughes.

**F118. DECLARATIONS OF INTERESTS**

None received.

**F119. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**F120. PUBLIC PARTICIPATION**

No members of the public were present.

**F121. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN  
EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL  
PURPOSES COMMITTEE HELD ON 6 DECEMBER 2023**

It was raised that in paragraph 5 page 787 it should read "Councillor Hughes  
suggested...."

**RESOLVED:**

That the minutes of the Extraordinary meeting of the Finance, Policy and  
General Purposes Committee held on 6 December 2023 be approved and  
signed as a correct record subject to the following amendment.

That paragraph 5 page 787 be amended to read “Councillor Hughes suggested....”

#### **F122. TO REVIEW THE ACTION SHEET**

The following points were discussed:

**F92.2a RESOLVED: Minute No. E57 (2) – That members agreed to appoint Caroe & Partners to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.**

Councillor Bradford queried why this was still an outstanding matter.

The Clerk informed members that it had not been brought to the attention of the Full Council meeting held on 23 November 2023 and would therefore need to be considered at the next meeting of Council in order to progress the matter.

**RESOLVED:**

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

#### **F123. INVOICES FOR PAYMENT**

Members requested a breakdown of the costs for DM Property Maintenance works.

**RESOLVED:**

- 1. That the invoices for payment in the sum of £30,590.00 (plus VAT) be approved.**
- 2. That a breakdown of the costs for DM Property Maintenance works be provided to the next meeting of the Environment & Leisure Committee.**

#### **F124. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR NOVEMBER 2023**

**RESOLVED:**

**That the receipts and payments for November 2023 be received and noted.**

#### **F125. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 9**

Councillor Bradford raised a query regarding lines 4205 (x2) on page 824, requesting to know what period this related to. The Clerk informed members that she will look into this.

Councillor l'Anson asked what lines 4500, 4502, 4520, 4525 and 4545 on page 825 pertained to as the sit under the heading Councillors/Newsletter. The Clerk informed members that these lines all related to items that sit within Councillor expenses code of the budget.

Councillor Sinclair asked about the Town Promotion section on page 829. The Clerk informed members that whilst this was currently at 1.5% it was anticipated that these funds would be used in relation to the Tourism Strategy which is currently being developed. She also suggested that any monies that are not spent by the year end be placed into Earmarked Reserve for development of the Tourism Strategy and associated projects.

Line 4001 on page 828 was queried. Members were informed that this was short term cover due to the Administrator being granted sabbatical during December.

Councillor Newsham queried line 4019 on page 834. The Clerk informed members that this had been moved into Staff Salaries as previously requested and that the brackets indicated a minus figure.

Councillor Newsham queried line 4444 on page 835, petty cash. The Clerk informed members that an answer was pending as to how to proceed with this

**RESOLVED:**

**That the Balance Sheet and Trial Balance for month 9 be received and noted.**

**F126. BUDGET MONITORING REPORTS 1 APRIL – 30 NOVEMBER 2023**

**RESOLVED:**

**That the budget Monitoring reports for 1 April – 30 November 2023 be received and noted.**

**F127. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR NOVEMBER 2023**

**RESOLVED:**

**That it be noted that the bank statements and reconciliations for June, July, August and September 2023 had been signed by the Vice-Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.**

**F128. AUDIT REPORTS**

**No reports were presented at this meeting.**

## **F129. GRANT FEEDBACK REPORTS**

### **RESOLVED:**

**That the grant feedback reports be received and noted.**

## **F130. RISK REGISTER**

Councillor Sinclair gave his thanks to the Chair of the Committee and the Clerk for the work they had carried out so far, on the Risk Register.

### **RESOLVED:**

**That the risk register be received and noted.**

## **F130. DRAFT POLICIES**

- i. Draft Anti-Harassment & Bullying Policy
- ii. Draft Unpaid Leave Policy/Procedure
- iii. Training & Development Policy/Succession Plan/Risk & Action Log
- iv. Draft Disaster Recovery/Business Continuity Plan

The Clerk raised an action point regarding policy iv, in relation to where should post be forwarded to in the case of a disaster. Members agreed that this should be the Clerks home address, or Deputy Clerk should the Clerk be unable to work.

### **RESOLVED:**

**That the draft policies be adopted by Ledbury Town Council subject to the amendment listed above.**

## **F131. CRAWLER SOFTWARE**

### **RESOLVED:**

**Members agreed that the use of crawler software would be valuable for Ledbury Town Council and authorised the Clerk to engage Raven Tools to install this onto the website.**

## **F132. NOTIFICATION OF MERGER OF AGE UK WORCESTER & MALVERN HILLS AND AGE UK HEREFORD LOCALITIES**

### **RESOLVED:**

**That the information of the merger be received and noted.**

**F133. DATE OF NEXT MEETING**

**RESOLVED:**

**That the next meeting of the Finance, Policy & General Purposes Committee will take place on 21 March 2024 at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.**

**The meeting ended at 7.30pm.**

**Signed ..... Date.....**  
**(Chairman)**





<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Councillor McAll

### **UPDATE ON PROJECT/ACTIVITIES MANAGEMENT REVIEW**

- During November and December 2023, we completed initial data capture for the following three Sub-Committees:
  - Planning, Economy & Tourism
  - Finance, Policy & General Purposes
  - Environment & Leisure
  - The data is currently stored in tables on Microsoft Word.
- We are now considering options for storing, managing and presenting the data. These include:
  - Retain in Microsoft Word and manage manually.
  - Transfer to Microsoft Excel.
  - Transfer to a Database system.
- The options review will consider costs, complexity, utility and staff impact.
- Initial consideration of Notion (<https://www.notion.so/>) as a potential cost-effective database option indicates that the solution may be suitable for additional management support solution. A cost vs benefit report will be generated at the end of the options review.
- Once the storage and management solution is agreed upon, a deeper review of Sub-Committee projects and activities will need to be undertaken to complete the full data capture task.
- This review can now support considerations of the Sub-Committee, Work Groups and associated structures as required.

### **NEXT STEPS:**

- Completion of the storage and management solution review with support from the TC.
- Define the scope and timescale for the next phase of data capture work.

Cllr Don McAll  
 07545 876295  
[dmcall@ledburytowncouncil.gov.uk](mailto:dmcall@ledburytowncouncil.gov.uk)  
 20<sup>th</sup> January 2024

