

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD
ON 6 JULY 2022**

PRESENT: Councillors Howells and Hughes

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Charlotte Bartrop – Minute Taker

1. APOLOGIES FOR ABSENCE

None received

2. DECLARATIONS OF INTERESTS

None received

**3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A
MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 22
JUNE 2022**

RESOLVED:

**That the minutes of a Grants Funding Working Party held on 22 June 2022
be accepted and signed.**

4. UPDATE ON GREAT PLACES TO VISIT GRANT FUNDING

- a. To consider applications for Shop Front Improvement Grants – round 2 (if any)
- b. Members were provided with an update on the progress made on the Great Places to Visit grant funding and projects.

RESOLVED:

That the members accepted the updates as put forward by the Clerk.

- 1. Improvements to the visual impact of the town centre – meeting to be arranged with Chair of Sustainable Ledbury to discuss remaining funding – that the meeting be held by 31 August.**
- 2. Provision of funding to support the Masters' House Landscaping Project – That the Clerk contact Tara at the Masters' House regarding funding options for the Masters House.**
- 3. Improvements to Bye Street toilets – That a notice be placed on the entrance to the Toilets advising of nearby alternatives. That monies be allocated to hire a Clerk of Works for all projects, with immediate**

effect. That the Clerk of Works be a person who is independent of both Ledbury Town Council and the person or persons carrying out works.

4. To provide two new information boards at Dog Hill Woods – That three quotations have been obtained for production of signs and that these will be presented to the Environment and Leisure Committee, to be held on 7 July 2022.
5. Provision of shop front enhancement grant scheme for local traders – That the members agreed that the five outstanding Round 1 applications and all of the Round 2 applications be put forward to the Finance Committee for approval.
6. Queens Jubilee event – That any monies which were not spent on this event will be carried over to projects which may have an overspend. That the baby changing facility in the public toilets may benefit from remaining monies.
7. Infrastructure to improve charter market and provide specialist markets in the town – That the gazebos are only used when a member of staff, who has this as part of their Job Description, is available to do so.
8. Installation of drop kerbs – That this is to be undertaken as part of the work the Traffic Management Working Party is looking into.
9. Creation of Tourism Material – That the Community Development Officer continue with quotations for tear off maps. That Ledbury Council Offices will not be altered in 2022 to accommodate, rather that the smaller tasks be undertaken to begin the process of the TIC. That some monies be allocated to a job advert for Tour Guides who will also man the TIC.

5. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of the Grants Working Party is scheduled to be held on Wednesday, 3 August 2022 at 3.00pm.

The meeting ended at 4.08 pm.

Signed Date

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 28 SEPTEMBER 2022

PRESENT: Councillors Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

11. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Howells.

12. DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in anything relating to Bye Street Toilets.

13. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 3 AUGUST 2022

RESOLVED:

That the minutes of the meeting of the Grants Funding Working Party held on 3 August 2022 be approved and signed as a correct record.

14. UPDATE ON GREAT PLACES TO VISIT FUNDING

Members were reminded of recommendations from the previous meeting for discussion at this meeting and also provided with an update on the status of the projects.

Members agreed to consider the project status prior to considering any final reallocation of underspends.

i. Public Realm – Ledbury in Bloom/Sustainable Ledbury

Members were advised that Ledbury in Bloom had asked whether there would be any available funds to purchase plants for autumn planting. The Clerk advised that this budget did already have an overspend but that the committee may wish to consider transferring a small amount from the “Drop Kerb” project, which it had been recognised would not be spent.

ii. Bye Street Toilets – It was agreed that the installation of baby changing facilities in two of the toilets no longer be pursued and that consideration

be given to transferring some funds from the underspend of this project towards the cost to replace the lighting in the Heritage Centre.

- iii. Shop Improvement Grant – it was agreed that no further rounds of the Shop Improvement Grant be undertaken.
- iv. TIC – Members were provided with a diagram showing how changes could be made to the reception area to make more room for the Tourist Information Centre to grow.

The Clerk advised Members that since the article in the Ledbury Focus the numbers of local people and visitors calling into the council offices in respect of Tourist Information had increased. She suggested they give consideration to the rough drawing included in their packs in respect of a possible layout of the reception area.

Councillor Hughes considered the proposed layout to be an excellent use of space, however he questioned the positioning of the photocopier. The Clerk advised that there was a lack of alternative places for this but explained that with it located where it was suggested it would be possible for the council to provide a photocopying service, at a small cost, to local residents. Members felt this was a sensible approach.

The Clerk proposed investigating the cost of suitable counter/workspace units and Councillor Morris suggested that it might be worth speaking with the Library in respect of a specially made counter/workspace they had which was no longer being used.

Members were provided with costings for the tear off map that had previously been agreed. The Community Development Officer was asked to join the meeting and provided clarification on the report she had provided.

Following the input from the Community Development Officer Members agreed to approve the quote from Lovell-Johns for the printing 500 A3 sized maps, to be supplied as 10 pads x 50 maps at a cost of £1,800 - £2,200 excluding VAT.

Councillor Morris suggested to help speed up the preparation and printing of the maps it may be useful to provide Lovell-Johns with a copy of the Tea Towel produced for sale in the Heritage Centre, as this provided a good layout of Ledbury and its points of interest.

Members reviewed the expenditure figures provided within the agenda papers and agreed several recommendations to be submitted to the Finance, Policy & General Purposes Committee, as listed below.

RECOMMENDED

1. That the Finance, Policy & General Purposes Committee approve the following changes to the Great Places to Visit Funding subject to the approval of Economy & Place at Herefordshire Council:
 - i. That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.
 - ii. That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail.
 - iii. That the remaining £1,800 from the Dropped Kerbs project, and £200 from the Jubilee Picnic in the Park underspend, a total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.
 - iv. That the remaining £1,599.09 from the Jubilee Picnic in the Park underspend, and £1,000.00 from the Bye Street Toilets underspend, a total of £2,599.09, be made available to support works to replace the lighting in the upstairs of the Heritage Centre to enable the room to be used primarily as an event space
2. That the Clerk contact Ledbury Library to ask whether they would consider selling the counter/workspace they have that is no longer in use and report back to the next meeting of the Working Party.
3. That a recommendation be submitted to the Finance, Policy & General Purposes Committee that approval be given to appoint Lovel-Johns to provide tear off maps as per their quote (printing 500 A3 sized maps, to be supplied as 10 pads x 50 maps at a cost of £1,800 - £2,200 excluding VAT).
4. That the Community Development Officer provide them with a copy of the Tea Towel produced for sale in the Heritage Centre to assist them in the preparation of the maps.

The meeting ended at 4.03 pm

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY
HELD ON 9 NOVEMBER 2022**

PRESENT: Councillor Howells, Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk

15. APOLOGIES FOR ABSENCE

None received

16. DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in anything relating to Bye Street Toilets.

17. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 28 SEPTEMBER 2022

RESOLVED:

That the minutes of the meeting of the Grants Working Party held on 28 September 2022 be approved and signed as a correct record.

18. UPDATE ON GREAT PLACES TO VISIT GRANT FUNDING

Members had been provided with information in respect of the current and anticipated Great Places to Visit expenditure, noting that currently there is an anticipated underspend of £17,480.18.

The Chair asked Members to suggest how the underspend could be spent and following discussion it was agreed that officers be instructed to investigate two feasible options.

Members were advised that the Clerk had had a conversation with a Herefordshire Council officer earlier in the day, who had advised that David Fall (HC Officer) had requested an extension to March 2023 to allow the funds allocated to the Master's House to be used.

RECOMMENDATION:

- 1. That officers be instructed to obtain testimonials in respect of the weeding machine previously proposed by Councillor Morris.**

2. That officers be instructed to investigate the possibility of having a permanent catenary wire in place at two points on Homend (Specsavers and Carey Gun Makers) in order to allow the Council to have banners displaying up coming events in situ through each year.
3. That the Clerk provide an update on whether or not there will be a further extension to the funding at the next meeting of the Working Party.

19. **ANNUAL GRANT APPLICATIONS RECEIVED**

The Chair queried what the role of the Grants Working Party was in relation to grant applications received and the role of the Finance, Policy & General Purposes Committee and Full Council in relation to this process.

The Chair suggested that the process should be as follows:

Grants Working Party to receive applications and consider whether they meet the criteria, and with the assistance of the Clerk establish what power the council has to award each grant.

Finance, Policy & General Purposes Committee receive the applications with an accompanying report advising which application the Grants Working Party believe meet the criteria as laid out in the Council's Grans Policy and which power the council could use should they approve the application. The Finance, Policy & General Purposes Committee will then consider each application and make a recommendation to Full Council on what if any grant should be awarded to each applicant.

Full Council will receive the applications with a report from the Clerk with recommendations on which applications to support, how much to award, and the method of awarding the grant, i.e., a one-off payment of a three-year grant.

Members were in agreement with the suggestion from the Chair and proceeded to consider the grant applications received.

The Clerk advised Members that due to the Council not having two thirds of their Members "elected" the Council therefore does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011, but that they would be required to identify which powers could be used to award the grants.

It was agreed that all applications received met the criteria, and the Clerk had prior to the meeting identified which powers could be used to award the grants should the Finance, Policy & General Purposes wish to recommend them for awards as follows:

Over £500

- i. Ledbury Primary School – the purchase of gazebos (Clerk to confirm how many) Power – Local Government Act 1972 - S137 financial assistance
- ii. Ledbury Swifts football Club – to provide support to players and parents of the under 16's team to visit Strömstad in 2023 – Local Government (Misc. Provision) Act 1976 – S19

Multi-Year

- i. Age UK Hereford & Localities – to provide support to the over 50's in Herefordshire to live fulfilling independent lives for longer - Local Government Act 1972 - S137 financial assistance

Year 1 - £4,000

Year 2 - £4,000

Year 3 - £4,000

- ii. Ledbury Places – Funding to support a part-time job opportunity to increase community awareness of our facilities and generating income for the Old Grammar School – Local Government Act 1972 – S144 Power to encourage Tourism

Year 1 –£ 7,800

Year 2 - £6,800

Year 3 - £6,800

- iii. Dream Your Future Families – Funding to support free counselling sessions to children and parents - Local Government Act 1972 - S137 financial assistance

Year 1 - £1,500

Year 2 - £1,500

Year 3 - £1,500

- iv. Ledbury Food Bank – To support the provision of emergency food aid to those without means to feed themselves and the provision of benefits advice and access to other agencies - Local Government Act 1972 - S137 financial assistance

Year 1 - £2,500

Year 2 - £2,500

Year 3 - £2,500

- v. Ledbury Methodist Church – On behalf of all “Warm Space” venues in Ledbury - Local Government Act 1972 - S137 financial assistance

Year 1 - £1,200

Year 2 - £1,350

Year 3 - £1,500

RECOMMENDATION

1. That a report be submitted to the meeting of the Finance, Policy & General Purposes Committee advising that the Grants Working Party consider all applications for grant funding received meet the criteria and that should the Committee agree to award grants they be awarded in accordance with the powers listed above.
2. That the multi-year application form be amended to provide a section for applicants to provide specific detail of what the funding will be used for.

20. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Grants Working Party is scheduled for 23 November 2023 at 3.00 pm.

The meeting ended at 3.45 pm

Signed ... *M. D. Ho. H. Hughes* Date ... *21/12/2022*