

FULL COUNCIL	17 APRIL 2025	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – APRIL 2025 (INTERIM)

Purpose of Report

The purpose of this report is to provide Members with information to support the invoices for payment for April 2025 (interim).

Equality Duty

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

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

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

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

Detailed Information

Attached is a list of payments due for payment for February 2025 in the sum of £16,503.09 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

	Code	Company	Description	Comments
1	108/4228	John Walsh Trees	Dog Hill Woods General Tree works	This issue was identified after the 2025/26 budget had been approved – therefore it was agreed that any overspend up to £4,195.00 in this budget line would be taken from EMR 335 to offset – Movement to be made

2	214/4875	Gaynans	Citizen of the Year Awards	Overspend due to four awards being presented
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The blue shaded sections of the attached report highlight where there is more than one payment under a cost centre and nominal code but just the one final total available being shown.

Recommendation

- 1 That Members note the comments in respect of the overspends to-date.
2. That the invoices for payment in the sum of £16,503.09 plus VAT be approved.

Invoices for April 2025

INVOICE DATE	INVOICE NO	DD/BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
Received 24/02/2025	6089291506	DD	202/4115		Welsh Water	Water Charge - LTC Offices (?)	£20.34	£0.00	£20.34	
Received 24/02/2025	6089292360	DD	202/4115		Welsh Water	Water Charge - LTC Offices (?)	£31.77	£0.00	£31.77	
14/03/2025	wp-INV0860344	DD	202/4115	565.60	Waterplus	Service Charge - Council Offices	£12.29	£0.00	£12.29	
14/03/2025	wp-INV08676062	DD	201/4115	£90.78	Waterplus	Service Charge - Market House	£9.22	£0.00	£9.22	
19/03/2025	84275471	DD	102/4110		Herefordshire Council	Non-Domestic Rates Demand 25/26 Cemetery and Premises	£214.52	£0.00	£214.52	
19/03/2025	842757X	DD	102/4110	£3,036.40	Herefordshire Council	Non-Domestic Rates Demand 25/26 Mortuary and Premises	£99.80	£0.00	£99.80	
19/03/2025	85237264	DD	202/4110	£6,808.75	Herefordshire Council	Non-Domestic Rates Demand 25/26 Council Offices	£691.25	£0.00	£691.25	
19/03/2025	85806086	DD	201/4110	£1,825.89	Herefordshire Council	Non-Domestic Rates Demand 25/26 Market House	£74.11	£0.00	£74.11	
25/03/2025	PZ15616678	DD	105/4433		Take Payments	Service Charge - Card Machine Painted Room	£25.00	£5.00	£30.00	
31/03/2025	16436880325	DD	105/4433	£575.00	Barclaycard	Card Reader Charges - Painted Room	£14.80	£0.96	£15.76	
26/03/2025	001/25/0245079	DD	235/4405	£3,768.93	Siemens	Photocopier rental, service fee and asset protection charge	£268.93	£53.79	£322.72	
25/03/2025	PZ15616677	DD	220/4433		Take Payments	Service Charge - Card Machine - LTC Offices	£25.00	£5.00	£30.00	
31/03/2025	16436890325	DD	220/4433	£565.00	Barclaycard	Card Reader Charges - LTC Offices	£10.00	£0.00	£10.00	
01/04/2025	KI-6295D2CA-0020	DD	202/4122		Octopus Energy	Electricity Charges - Market House (?)	£1,243.71	£248.74	£1,492.45	
03/04/2025	KI-30D6C022-0050	DD	202/4122	£14,098.48	Octopus Energy	Electricity Charges - LTC Offices	£157.81	£7.89	£165.70	
03/04/2025	KI-B092647B-0047	DD	102/4122	£970.09	Octopus Energy	Electricity Charges - Cemetery	£29.91	£1.50	£31.41	
07/04/2025	453739362	DD	220/4550	£476.60	Lloyds Bank	Bank charges	£23.40	£0.00	£23.40	
15/04/2025	374904	DD	401/4155	£370.00	FP	Franking Machine 04/25 - 07/25	£30.00	£6.00	£36.00	

27/03/2025	772002	BACS	235/4400		Printerbase	Toners	£140.25	£28.05	£168.30
03/04/2025	5667640	BACS	235/4400*		Viking Raja	Stationery	249.74	49.98	£371.05
			202/4155**				64.97	6.40	
04/04/2025	GB52GOTX8AEUI	BACS	235/4400		Amazon	Drywipe Eraser	£0.75	£0.15	£0.90
04/04/2025	GB52H7QXFAEUI	BACS	235/4400	£3,639.60	Amazon	Whiteboard	£30.34	£6.07	£36.41
31/03/2025	145685	BACS	102/4594	£300.00	Pear Technology	Maplink Support and Updates	£95.00	£19.00	£114.00
01/04/2025	INV-0170	BACS	220/4460		Herefordshire County BID	Membership 25/26	£240.00	£48.00	£288.00
01/04/2025	M80	BACS	220/4460	£4,276.00	NAMBA	Subscription 25/26	£484.00	£0.00	£484.00
01/04/2025	INV-51000	BACS	401/4482	£3,897.00	Advansys	Monthly hosting and support for May	£103.00	£20.60	£123.60
01/04/2025	SM31960	BACS	401/4483		Rialtas	Software Support and Maintenance	£116.00	£23.20	£139.20
01/04/2025	SM31958	BACS	401/4483		Rialtas	Omega Cashbook Support and Maintenance	£379.00	£75.80	£454.80
01/04/2025	SM31959	BACS	401/4483		Rialtas	Cemeteries Software and Memorial Module Support and Maintenance	£435.00	£87.00	£522.00
03/04/2025	131156	BACS	401/4483	£8,586.25	OMS	ICT	£1,483.75	£296.75	£1,780.50
02/04/2025	24/036	BACS	109/4902	TBC	Bowles Green Ltd	Evaluation of Masefield Matters	£2,000.00	£400.00	£2,400.00
02/04/2025	INV-15667	BACS	108/4228	-£2,195.00	Adrian Hope Tree Services	Upperfields / Dog Hill Wood	£4,195.00	£839.00	£5,034.00
03/04/2025	LED002	BACS	202/4116	£697.28	Shredall	Off site shredding	£99.27	£0.00	£99.27
06/04/2025	-	BACS	214/4890		Ledbury Swifts	Grant	£500.00	£0.00	£500.00
10/03/2025	-	BACS	214/4890		Ledbury Community Day	Grant	£300.00	£0.00	£300.00
11/03/2025	-	BACS	214/4890	£18,700.00	Friends of Ledbury Children's Centre	Grant	£500.00	£0.00	£500.00
07/04/2025	INV-0023	BACS	214/4875	-£50.00	J B Gaynan & Son Ltd	Citizen of the Year Awards	£250.00	£50.00	£300.00
04/04/2025	52	BACS	230/4001		Penelope Shaw	Temporary Reception Cover	£884.76	£0.00	£884.76
08/04/2025	66848567	BACS	230/4001	£6,451.94	Hoople	Agency Cover Invoice - Trudie McGinnis	£663.30	£132.66	£795.96
08/04/2025	2003451877	BACS	202/4170	4,914.67	Screwfix	Paint, undercoat, wood stain, paint brushes, USB charger	85.53		£154.10
			110/4236	4,960.02			39.98		
			102/4250				28.59		
10/04/2025	IN12891847	BACS	118/4276	£890.54	Npower	Electricity Charges	£109.46	£5.47	£114.93
10.04.2025	10915185	BACS	202/4185	£4,107.65	Chubb	Service agreement fire alarm service	£512.35	£102.47	£614.82
						TOTALS	16,503.09	2,463.10	19,491.34

Signed

Signatory 1

date

Signatory 2

date