



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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13 November 2024

Dear Councillor

Please find attached **To Follow** items in respect of the meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 14 November 2024 at 7.00 pm** in the **Town 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

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## A G E N D A

### FINANCE

11. To approve Invoices for payment – November 2024 (interim)  
(Pages 2398 - 2403)

12-14. Finance Overview report for the 6 months ending 30 September 2024  
(Page 2406)

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<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – NOVEMBER 2024(INTERIM)**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for November.

### **Detailed Information**

Attached is a list of payments due for payment for November 2024 (interim) in the sum of £16,639.48 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	4014/125	Steve Maund	Lengthsman	Funds to be reclaimed from HC Lengthsman fund
2	4480/401	OMS	Payment for new computer and set up	Overspend due to IT service charges being posted to wrong NC in sum of £2,287.65 -journals required (correct actual total for this budget is zero expenditure) – agreed to amalgamate CC 401-4480 (ICT Computers) and 4483 (ICT Services & Software lease) - minute no. C397 agreed costs above allocated budget for new computer equipment to be taken from General Reserve – <b>funds to be moved to EMR from GR and then to budget</b>
3	4400/235	Viking Raja	Stationery	Anticipated Overspend at year end - <b>officer recommendation – virement from 225/4545 Annual and other meetings £1,000</b>
4	4170/102	Andrew Williams	Restore Pews at the cemetery	Overspend due to total of £272.69 posted to wrong code – <b>journal required to move £272.69 to CC 102 NC 4206 – actual expenditure total £2,446.75 overspend of £346.75 – officer recommendation – virement from 102/4250 £400 to 102/4170</b>

5	4170/202		Council Office maintenance	Anticipated overspend by year end – <b>monitor and consider virement from cc 235/4170 office equipment and facilities</b>
6	4330/102	P J Nichols	Fuel for van and mowers	Grass cutting season has come to an end – van not being used regularly – <b>monitor</b>
7	4590/220		Professional services	Anticipated overspend by year end – <b>monitor</b>
8	4800/214		Town Clock costs	Expected overspend due to clock service – <b>officer recommendation – virement £350 from 214/4890 – unspecified grants</b>
9	4640/115		Christmas Lights	On investigation it was found that the total quoted was for Company no. 2. The details of the costs were not clear on file, and after having matched emails and file with each other it has been established that Company no. 1 had quoted £15,000 – error in the report due to staff absences The Recommendation should have stated that the cost of the lights from Company no. 1 was £15,000 which would have meant the payment terms would be as follow: 40% of the full year value to be invoiced, on order/hire for year 1 and on May 1st for subsequent years (£6,000) plus VAT 40% of the full year value to be invoiced, on dispatch for year 1 and on September 1st for subsequent years (£6,000) plus VAT 20% of the full year value to be invoiced, each applicable year, on install (£3,000) plus VAT All invoices are payable within 30-days. (£15,000 is available in the 2024/25 budget)

### **Recommendation**

1. That cost centre 401 nominal codes 4480 (ICT Computers) and 4483 (ICT services & Software Lease) be amalgamated into one nominal code.

2. That as per minute no. C397 any costs for new IT equipment in the 2024/25 financial year be taken from the General Reserve and that a total of £1,140 be transferred from the General Reserve to an Earmarked Reserve for IT Equipment & Services to off-set the overspend in 401/4480.
3. That a virement be approved from 225/4545 Annual and other meetings of £1,000 to be moved to 235/4400 Stationery to off-set anticipated overspend.
4. That the accounts clerk be instructed to journal £272.69 from 102/4170 to 102/4206.
5. That a virement be approved from 102/4250 Tree Works/Property Maintenance of £400.00 to be moved to 102/4170 Maintenance.
6. That Members give consideration to amalgamating nominal codes 4170 maintenance, 4206 grounds maintenance and 4250 Tree Works/Property Maintenance in 2025/26 budget.
7. That a virement be approved from 214/4890 unspecified grants of £350 to be moved to 214/4800 Barrett Browning Clock.
8. That the administrative error in respect of total cost of preferred Christmas Lights contract be noted and that it be recognised that the actual cost to supply Christmas Lights by Festive Lighting was £15,000, for which there are sufficient funds within the 2024/25 budget.



Invoices for October 2024

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
03.09.2024		BACS	4014/125	£2,472.00	Steve Maund	Lengthsman	1,056.00	0.00	1,056.00
08.10.2024	4864708	BACS	4400/235 4155/202	£941 £324	Viking Raja	Stationery and Housekeeping	181.21	48.55	229.76
04.09.2024	128100	BACS	4480/401	£1,038.00	OMS	Computer and Monitor	2,135.28	427.06	2,562.34
21.10.2024	44	BACS	4170/102	£1,261	Andrew Williams	Restore the Pews at the Cemetery	1,880.00	0.00	1,880.00
17.10.2024	10655824	BACS	4185/202	£4,102.00	Chubb Fire & Security	Service Agreement	489.47	97.89	587.36
18.09.2024	25214	BACS	4607/127	£6,734.00	All About West of the Hills	Advertising for Christmas	170.00	34.00	204.00
01.10.2024	1518366705-2024	BACS	4170/202	£44.00	Amazon	Table Runner for weddings	18.39	4.99	22.07
30.09.2024	202409000004	BACS	4330/102	£34.00	PJ Nichols	Fuel for Van & Mowers	98.44	19.69	118.13
16.10.2024	7210477	BACS	4115/202	£185	Waterplus	LTC Water drainage	26.91	0.00	26.91
12.10.2024		BACS	4460/220	£2,372.00	G & P Group Enterprises	Local Newspaper	12.00	0.00	12.00
23.10.2024	10659903	BACS	4185/202	£3,612.53	Chubb Fire & Security	Engineers visit & Parts	378.77	69.76	418.53
24.10.2024	759858	BACS	4400/235	£760.00	Printerbase	Printer Cartridges	260.93	52.17	313.10
23.10.2024		BACS	4501/210	£1,100.00	Ledbury Stromstad	Coffee Morning	50.00	0.00	50.00
10.10.2024	81309	BACS	4116/202	£313.00	Shredall	Confidential Waste	82.72	16.55	99.27
21.10.2024	4924547	BACS	4400/235 4415/235	£680.07 £ 768	Viking Raja	Stationery and Office Equipment	41.48	8.30	49.78
Oct-24		BACS	4051/230	£664.00	A Price	Mileage	30.60	0.00	30.60
30.10.2024		BACS	4057/230	£602.40	S Jarvis	Eye Test	35.00	0.00	35.00
11.10.2024	463546	BACS	4590/220	£3,540.00	LATUS Group	AP Consultation	210.00	0.00	210.00
19.10.2024		BACS	4224/110	£978.00	A Price	Re-imbursment - black bags	21.99	4.39	26.38
29.10.2024	95503	BACS	4170/235	£1,458.00	Karl Rawlings	Repair and make adjustments on two doors	125.00	0.00	125.00
24.10.2024	20668	BACS	4405/235	£2,909.00	Dolphin Tec	Photocopier costs	187.02	37.41	224.43

26.10.2024	10K1-6QLX-FGTM	BACS	4200/102	£1,100.00	Amazon	Leaf Rake Head	21.05	0.00	21.05
25.10.2024	7408656	BACS	4415/235	£726.52	Office Boffins	Office Chair	129.95	0.00	129.95
30.10.2024	16188	BACS	4400/235	£638.59	Tilley Printing	Continuation Paper	75.00	0.00	75.00
30.09.2024		BACS	4205/108	£2856	D M Property Maintenance	Contract Works	1,608.74	0.00	1,608.74
			4205/110	£4958					
			4236/110	£4500					
			4205/101	£1500					
31.10.2024	138052	BACS	4430/220	£375.00	Newsquest Media	Facebook Enhanced	147.60	29.52	177.12
29.10.2024	238876	BACS	4590/220	£3,540.00	hclraw	Agreement for the Ledbury Fair	3,225.00	645.00	3,870.00
29.10.2024	27	BACS	4800/214	£312.00	Ledbury Places	Service of town clock	450.00	0.00	450.00
01.11.2024	247	BACS	4640/115	£3,000.00	Festive Lighting	Christmas Lights	3,000.00	600.00	3,600.00
29.10.2024	GB47J6OXEAEUI	BACS	4200/102	£1,078.95	Amazon	Handle for Leaf Rake head	30.43	6.09	36.52
31.10.2024		BACS	4460/220	£2,360.00	Clerk & Councils Direct	Subscription Renewal	15.50	0.00	15.50
31.10.2024	18970	BACS	102/4225	£880.00	Quick Skip	Skip hire at cemetery	220.00	44.00	220.00
						<b>TOTALS</b>	<b>16,414.48</b>	<b>2,145.37</b>	<b>18,484.54</b>

Signed

Signatory 1

Signatory 2

Clerk

date

date

date







<b>FULL COUNCIL</b>	<b>14 NOVEMBER 2024</b>	<b>REPORT IN SUPPORT OF AGENDA ITEMS 12-14</b>
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Report prepared with the assistance of Councillor Newsham

## **FINANCE OVERVIEW REPORT FOR THE 6 MONTHS ENDING 30 SEPTEMBER 2024**

This report provides a high-level summary of the 6 months balance sheet/trial balance and budget performance, the full analysis is contained within agenda item 12, 13 and 14 papers.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	682,400	682,400	-	100%
Income - Other	39,529	42,619	3,090	93%
Expenditure	376,777	725,019	348,242	52%

On the assumption that other income will over recover by £12,000 based on trends and the benefit of income received in 24/25 rather than 23/24, and expenditure will underspend by £20,000 because of projects slipping, the Council is projecting a £32,000 underspend at the year end.

Cash balances at the end of September were £591,843, where includes the receipt of the second precept funds.

To date only £5,000 has been allocated from reserves, with allocations to be made in month 7 to reflect recent Council approvals. The general reserves stand at £79,263 and ear-marked reserves at £252,797 at the end of September.