



# LEDBURY TOWN COUNCIL

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2 May 2025

To: All Members of Ledbury Town Council

Dear Member

Please find attached to follow documents in respect of the Annual Meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 8 May 2025 at 7.00 pm at The Burgage Hall, Church Lane, Ledbury.**

Yours faithfully

Angela Price  
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 General Data Protection Regulations 2018 and the Data Protection Act 1998.**

## **A G E N D A**

8. To approve and sign as a correct record the minutes of a meeting of Council held on 1 May 2025 (Pages 3780-3785)
10. To receive and note the minutes of a meeting of the Resources Committee held on 1 May 2025 and to give consideration to any recommendations therein (Pages 3786-3787)

## **GOVERNANCE**

11. To review terms of reference for Council Committees  
(Pages 3788-3796)
29. To approve Invoices for payment for May 2025 (Interim)  
(Pages 3797-3798)

**Distribution: - Full agenda reports to all Councillors**  
**Agenda reports excluding Confidential items:**

- Local Press
- Library
- Police

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 1 MAY 2025**

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**PRESENT:** Councillors Chowns, Eakin, Harvey, Hughes, Kettle and Morris.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence -Deputy Clerk  
Honor Holton – Minute Taker

**C767. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning and Sinclair.

**C768. DECLARATIONS OF INTEREST**

**RESOLVED:**

Councillor Harvey declared a non-pecuniary interest in item 13, Grant Application for Ledbury Fringe, due to being a personal acquaintance of the applicant.

**C769. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C770. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 17 APRIL 2025**

**RESOLVED:**

That the minutes of the meeting of Council held on 17 April 2025 be approved and signed as a correct record. Subject to an amendment being made to C765.2 that “not necessarily” be amended to “not normally”.

**C771. TO RECEIVE AND NOTE THE ACTION SHEETS**

**RESOLVED:**

That the Action Sheet be received and noted. Subject to the following amendments:

C601(3) That this has been completed and is to be taken off the Action Sheet.

**C652 – Councillor Chowns is to chase this action up as this remains outstanding.**

**C758(2) – That the Deputy Clerk is to speak with the Community Engagement Officer regarding a generator.**

**C758(3) – This is to be removed as it is a duplicate of C758(2)**

**C772. MAYOR'S COMMUNICATIONS**

**RESOLVED:**

**The Mayor spoke upon an upcoming constituency drop in event due to take place on the afternoon of Thursday, 29 May, which will be held at the MP's constituency office in Leominster, with services provided by West Midlands Railway, and asked whether any Councillors would like to attend.**

**The Mayor also spoke of the success of the recent Civic Event and thanked staff for their help and support.**

**Councillor Chowns also referred to a request made from a resident regarding road works, and that Ledbury Town Council should write to Worcestershire Council to consider a change in the road closure arrangements for the Worcester Road. It was then discussed that the Clerk will write to Worcestershire Council regarding this issue.**

**RESOLVED:**

**That the Clerk write to Worcestershire Council in respect of the closure of the Worcester Road for a period of three months (September to December) and the potential affect this could have on local businesses in one of their busiest times of the year.**

**Apologies were received from Councillor Browning during the meeting.**

**C773. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)**

**None.**

**C774. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

**None.**

**C775. TO RECEIVE AND NOTE MONTH 11 FINANCIAL REPORTS**

Councillor Hughes advised that he had spoken with the Church Warden earlier in the day regarding an issue with drainage at the Church. He advised that he had suggested that the Council cover the costs to investigate the issues. Concerns were raised in respect of whether drainage issues are for the council to cover the cost of as this is not considered to be part of the Church Grounds.

**RESOLVED:**

- 1. That the month 11 financial reports be received and noted.**
- 2. That the Clerk investigate who is responsible for drainage matters at St Michael & All Angels Church.**
- 3. That the officers contact Festive Lighting to discuss a rebate on the 2024/25 Christmas Lights due to the whole agreed contract not having been supplied.**
- 4. That officers investigate the meter readings in respect of the external power supply and provide up to date readings to the provider.**

**C776. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATION FOR FEBRUARY 2025**

**RESOLVED:**

**That it be noted that the verification of bank statements and reconciliations have been approved and signed by Councillor Harvey.**

**C777. INVOICES FOR PAYMENT (APRIL- FINAL)**

**RESOLVED:**

**That the invoices for payment for April (final) in the sum of £3,682.87 plus VAT be approved.**

**C778. GRANT APPLICATIONS RECEIVED**

**RESOLVED:**

- 1. That the Ledbury Fringe be awarded £1,000 for 2025/26 and asked to reapply in September 2025 for a multi-year grant for the remaining two years, due to their application being outside of the annual grant application process.**

2. That £100 be granted to Belle Orchard towards their VE Day Street Party in Belle Orchard.

C779.

#### **REQUEST FOR FUNDING – MASEFIELD MATTERS PROJECT**

Councillor Morris spoke on the quoted amount and was unsure why the cost of this activity had doubled in price, noting that when the application was sent in, everyone agreed with the application and the budget proposed.

#### **RESOLVED:**

That this item be deferred to a future meeting of council and that the following additional information be provided:

- Why the quoted amount for 6 activity session with 2 practitioners is so high at £3,050
- That a Project delivery plan and timeline against each activity and budget for activities be provided.

C780.

#### **SUBSCRIPTIONS**

#### **RESOLVED:**

None received.

C781.

#### **PLANNING CONSULTATIONS**

#### **RESOLVED:**

1. Application number 250814, Replacement of windows to the sider and rear elevations, repair of the hanging bay window to the sider of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.

No Objections.

2. Application number 250815, Replacement of windows to the sider and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ, Listed building consent.

No Objections.

3. Application number 250373, Proposed raising the roof of two bays of an existing building to accommodate new plant. Orchard

**Business Park, Bevisol Ltd, Bromyard Road, Ledbury,  
Herefordshire, HR8 1LG.**

**No Objections.**

**C782. TO RECEIVE AND NOTE PLANNING DECISIONS**

**RESOLVED:**

**That the planning decisions be received and noted.**

**C783. PAINTED ROOM VISITOR NUMBERS MARCH 2024/ MARCH 2025**

**That Ledbury Town Council is to investigate a strategy of how staff hours and costs work out against times that the Painted Room is open, perhaps working collaboratively across other buildings that are open to increase their footfall.**

**RESOLVED:**

- 1. That the Painted Room visitor numbers for March 2024/2025 be received and noted.**
- 2. That a strategy be investigated in how staff hours and costs compare against the times the Painted Room is open.**

**C784. TREES AT BIDDULPH WAY**

**RESOLVED:**

**That this item be deferred until the next meeting of Council, as clarification is needed from the Tree Surgeon as to when bird nesting season is, as well as information on which trees are diseased/damaged and the reasons why they should be felled.**

**C785. WATERING OF HANGING BASKETS 2025**

**RESOLVED:**

**That company number 2 be appointed to water the hanging baskets until such time a new cemetery groundsman has been appointed or the end of the watering season.**

C786. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCE COMMITTEE HELD ON 17 APRIL 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Resources Committee Meeting held on 17 April 2025 be approved and signed as a correct record.**

C787. **DATE OF NEXT MEETING**

To note that the next meeting of Council will be the Annual Council Meeting scheduled for Thursday, 8 May 2025 which will be held in the Burgage Hall.

C788. **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.**

C789. **NEW CCTV SYSTEM AT LEDBURY TOWN COUNCIL OFFICES**

**RESOLVED:**

**That company 5 be appointed to supply Ledbury Town Council offices with a new CCTV security system, and that company 5 be requested to provide details and costs as to their annual maintenance costs.**

C790. **TO CONSIDER RECOMMENDATIONS FROM A MEETING OF RESOURCES COMMITTEE HELD ON 1 MAY 2025**

None.

The meeting ended at 8:15 pm

Signed ..... Date .....



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 1 MAY 2025**

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**PRESENT:** Councillors Chowns (Town Mayor/Chair), Harvey, Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence - Deputy Clerk

**R178. APOLOGIES FOR ABSENCE**

None received.

**R179. DECLARATIONS OF INTEREST**

None received

**R180. TO APPROVE AND SIGN, AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 17  
APRIL 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held  
on 17 April 2025 be approved and signed as a correct record.**

**R181. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Resource  
Committee will be agreed at the annual council meeting scheduled  
for 8 May 2025.**

**R182. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That 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 was in the public interest  
that the press and public be excluded from the remainder of the  
meeting.**

R183. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL  
COMPENSATION OFFER**

**RESOLVED:**

**To note that no communication had been received.**

R184. **STAFFING MATTERS**

Members were provided with updates on a number of staffing matters and provided with the opportunity to discuss a number of issues with post holder 53.

**RESOLVED:**

1. That the update in respect of staff sickness absence be received and noted.
2. That the Clerk be given delegated powers to review staff resources in respect of cover for current staff absences.
3. That the Clerk be asked to draw up a formal management instruction of the role of Post Holder 53 in the absence of the Clerk.
4. That the flexible working arrangements of Post Holder 53 not be approved on a permanent basis at this time.
5. That the flexible working arrangements currently in place with Post Holder 53 continues on a trial basis and that this be reviewed as part of the planned staff review.
6. That Post Holder be mindful of the hard deadline of the end of July in respect of their CiLCA course.
7. That the update in respect of staff training be received and noted.
8. That the update in respect of Councillor training be received and noted.
9. That the report provided by the Clerk in respect of the Administrative Assistant to the Clerk be received and noted.
10. That the update on officer TOIL be received and noted.

The meeting ended at 6.53 pm.

Signed ..... Dated .....

3787

**LEDBURY TOWN COUNCIL**

**STANDING COMMITTEES**

**TERMS OF REFERENCE**

**2024/25**

## **ENVIRONMENT & LEISURE COMMITTEE**

**QUORUM** – 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 will be three.**

### **1. Purpose**

The purpose of the Environment & Leisure Committee is to:

- a. To monitor the administration of the day to day running of the Councils Amenities, which include, the Market House, Painted Room, Cemeteries, War Memorial, and other Community Facilities.
- b. To promote Events and businesses which attract visitors to Ledbury and boost the local economy.

### **2. Under Delegated Powers**

- a. To review the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
- b. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
- c. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities.
- d. To authorise the Clerk to carry out all the of the Councils statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
- e. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI)
- f. To develop Strategies and action plans to promote tourism in Ledbury
- g. To co-opt representatives of heritage and tourism businesses and organisations to Working Parties, including task and finish groups as appropriate
- h. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Climate Change and Events)

### **3. By Way Recommendation to Council or the Finance, Policy & General Purposes Committee**

- a. To consider public representation relating to the provision of services provided by the Council in respect of the Environment & Leisure Committee
- b. To contribute to the formulation and implementation of the Corporate Plan, making appropriate recommendations.

- c. To make recommendations regarding the purchase of vehicles and equipment in connection with the Council's services
- d. To make recommendations on any increase in the fees and charges in relation to Council services in line with the CPI
- e. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Amenities, which exceed the budget allocations
- f. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's management
- g. To feed into the annual budget setting cycle
- i. To recommend priorities for objectives related to Environment & Leisure identified within the Council's Corporate Plan

**4. Establishment of Terms of Reference and Review**

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Environment & Leisure Committee each Municipal Year.
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

## PLANNING, ECONOMY & TOURISM COMMITTEE

**QUORUM** – The quorum of the Economy & Planning Committee shall be agreed by the committee and recommended to Full Council for agreement.

**The Economy & Planning Committee Quorum will be THREE.**

### **1. Purpose**

The purpose of the Economy & Planning Committee is to:

1. To develop programmes and actions to support local businesses and attract grants and inward investment.
2. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority.

### **2. Under Delegated Powers**

1. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan within the context of the Council's Policies specified within the Neighbourhood Plan.
2. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Markets, Neighbourhood Development Plan, Traffic Management)
3. Co-opt representatives of local businesses and business organisations to Working Parties, and Task & Finish Groups, as appropriate.
4. To make observations on planning applications received from the Local Planning Authority
5. To make observations relating to applications for public entertainment, street trader stalls, dredging, justices', and other similar licences.
6. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by the Local Authority and National Government
7. To comment on other planning related issues, such as proposed new community woodlands, pre-application consultations, on telecommunications masts, proposed post office closures and the provision of public payphones.
8. To alert the Local Planning Authority to any alleged development control breaches in Ledbury
9. To comment on all planning applications concerning conservation specifically within the Ledbury area.

3. **By Way of Recommendation to Council**

1. To make recommendations to Council on any issues that have financial or staffing implications
2. To make recommendations regarding opportunities to encourage investment in Ledbury
3. Continue to support the formulation and implementation of the Council's Corporate Plan, and making appropriate recommendations
4. Recommend priorities related to Economy & Planning identified within the Council's Corporate Plan and within the dominion of the Council's extant policies specified within the Neighbourhood Development Plan

4. **Establishment of Terms of Reference and Review**

1. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Economy & Tourism Committee each Municipal Year.
2. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

## **FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

**QUORUM** – The quorum of the Finance, Policy & General Purposes Committee shall be agreed by the committee and recommended to Full Council for agreement.

**The Finance, Policy & General Purposes Committee Quorum will be THREE.**

### **1. Purpose**

The purpose of the Finance, Policy & General Purposes Committee is:

- a. To monitor the administration of the Council's accounts and to generally have the management of the financial affairs of the Council including regular budget monitoring and the recommendation in year virements
- b. To receive, approve and review all Council policies and procedures.

### **2. Under Delegated Powers**

- a. To determine applications for financial assistance through the grants process.
- b. To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.
3. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
4. To review and determine the Council's Investment Strategy annually.
5. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
6. To review and determine arrangements for insurances in respect of the Council's activities.
7. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
8. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
9. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
10. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
11. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.



12. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.
13. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan
14. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring)

3. **By Way of Recommendation to Full Council**

- a. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
- b. To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council.
- c. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
- d. To make recommendations concerning the levying of precepts by the Town Council.
- e. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matters coming within the parameters of the Council.
- f. To make recommendations regarding loans required by the Council
- g. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
- h. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
- i. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
- j. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee.

4. **Establishment of Terms of Reference and Review**

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Environment & Leisure Committee each Municipal Year.
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

**PERSONNEL COMMITTEE**  
**(Formerly Resources)**

**QUORUM** – The quorum of the Resources Committee shall be agreed by the committee and recommended to Full Council for agreement.

**The Resources Committee Quorum will be THREE.**

**1. Purpose**

The purpose of the Personnel Committee is to consider all staff related matters.

**2. Under Delegated Powers**

- a. To receive information in respect of sickness absence figures in respect of all council staff
- b. To receive information on the training and development of all council staff and councillors
- c. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
- d. To ensure that all staff contracts are compliant with legislation
- e. To make decisions on the Training and Development budget process for staff and Councillors
- f. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
- g. To appoint Appeals Panels as required noting members' independence to any given situation
- h. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

**3. By Way of Recommendation to Full Council or Finance, Policy & General Purposes**

- a. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
- b. To make recommendation on requests for vocational training.
- c. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
- d. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations

- e. To consider and make recommendations on requests for job evaluations
- f. To make recommendation on the appointment of all Senior Council staff
- g. To feed into the annual budget setting cycle
- h. To make recommendations on the Training and Development budget process for staff and councillors
- i. Continue to support the formulation and implementation of the Council's Corporate Plan, and making appropriate recommendations
- ii. Recommend priorities related to Personnel identified within the Council's Corporate Plan

**4. Establishment of Terms of Reference and Review**

- 1. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Economy & Tourism Committee each Municipal Year.
- 2. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.



<b>ANNUAL COUNCIL MEETING</b>	<b>8 MAY 2025</b>	<b>AGENDA ITEM: 29</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – MAY 2025 (INTERIM)**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for May 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 £2,854.75 plus VAT.

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**

That the invoices for payment in the sum of £2,854.75 plus VAT be approved.

3797



## 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
06.05.2024	KI-30D6C022-0051	DD	202/4122		Octopus Energy	Electricity council offices	£163.72	£8.19	£171.91	
06.05.2025	KI-6295D2CA-0021	DD	202/4122	£13,718.82	Octopus Energy	Electricity Council offices	£1,050.88	£210.18	£1,261.06	
06.05.2025	KI-B092647B-0048	DD	102/4122	£980.09	Octopus Energy	Electricity Cemetery	£31.86	£1.59	£33.45	
04.04.2025	KI-DA9D9877-0022	BAC's	202/4122	£12,504.22	EON	Electricity Council offices	£379.66		£379.66	
30.04.2025	774826	BAC's	235/4415	£2,494.60	Printerbase	Ink Cartridges	£102.00	£20.40	£122.40	
30.04.2025	QL207052-1	BAC's	230/4050		SLCC	ILCA Training Course SR	£120.00	£24.00	£144.00	
01.05.2025	66848814	BAC's	230/4050	£5,880.00	Hoople	Staff training	£445.00	£89.00	£534.00	
30.04.2025	12277	BAC's	202/4150	£2,500.00	Bliss	Office Cleaning	£387.00	£77.40	£464.40	
30.04.025	100466	BAC's	202/4116	£607.52	Shredall	Confidentia Waste	£120.00	£24.00	£144.00	
01.05.2025	LIDL	BAC's	202/4155	£370.06	Reimburse AP	Iron and Ironing board	£26.65	£5.33	£31.98	
03.05.2025	80677974	BAC's	401/4483	£101,899.00	Reimburse AP	Fasthosts - domain name (jmasefield)	£27.98	£5.60	£33.58	
<b>TOTALS</b>							<b>2,854.75</b>	<b>465.69</b>	<b>3,320.44</b>	

Signed

Signatory 1

Signatory 2

date

date

3798

