



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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2 July 2025

To All Councillors

Dear Councillor

Please find attached the "To Follow" documents in relation to the meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 3 July 2025 at 7.00pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH.**

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

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A G E N D A

5. To approve and sign as a correct record the minutes of a meeting of council held on 12 June 2025 (Pages 4045 - 4054)
6. To receive and note the action sheet (Pages 4055 -4059)
12. Invoices for Payment July 2025 (Pages 4061 - 4063)
15. Request for release of funding in respect Masfield Matters Sea Fever Activity (Pages 4065 - 4067)

- 23 To approve draft partnership agreement between Ledbury Town Council and Love Ledbury (Ledbury & District Community Benefit Society) in relation to Bye Street Toilets and consider request in respect of future arrangements for Insurance Cover for the premises and events
(Pages 4069 - 4072)**

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LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 12 JUNE 2025

PRESENT: Councillors: Bradford, Browning, Chowns, Eakin, Harvey (Chair), Hughes, Kettle and Morris.

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker

C824. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sinclair.

C825. DECLARATIONS OF INTEREST

Councillors Harvey and Morris declared a non-pecuniary interest in item 23, Love Ledbury Partnership agreement, due to each being a Trustee of Love Ledbury.

Councillor Stephen Chowns declared a non-pecuniary interest in item 14, Sustainable Ledbury grant application.

C826. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C827. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted.

C828. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF COUNCIL HELD ON 22 MAY 2025

RESOLVED:

That the minutes of Council held on 22 May 2025 be approved and signed subject to the following amendments:

Page 3834, line two: “.... this item was on the agenda *to purely to* receive and note”, should be amended to “.... this item was on the agenda *to purely* receive and note”.

Page 3836 No 1: that “This event is *contra* to the climate declaration ...” be amended to “This event is *contrary* to the climate declaration ...”.

Page 3836: that “Residents being *inconvenienced* and unable to leave/return ...” be amended to “Residents being *inconvenienced or endangered* and unable to leave/return ...”.

Page 3837: “That Officers seek approval *via* the National Lottery ...” be amended to “That Officers seek approval *from* the National Lottery ...”.

Page 3844: That “It was noted that due to the meeting not being quorate this meeting had been postponed and would now take place on *29 June 2025*, with the minutes being submitted to the meeting of council on *12 June 2021*” be amended to read “It was noted that due to the meeting not being quorate this meeting had been postponed and would now take place on *29 May 2025*, with the minutes being submitted to the meeting of council on *12 June 2025*”.

C829. TO RECEIVE AND NOTE THE ACTION SHEETS

Whilst the Action Sheet was received and noted, Members considered that several items had been “in progress” for a considerable time and requested that the Clerk meet with the Chair and Deputy Chair to review the current status of some of the items listed.

RESOLVED:

That the action sheet be received and noted.

That the Clerk arranges a meeting with the Chair and Deputy Chair to review the Action Sheets.

C830. WARD COUNCILLOR REPORTS

Members agreed that a meeting should be arranged with the Canal Trust so that they can explain their broader plans for the reinstatement of the Canal. Councillor Harvey considered that the Canal Trust would be happy to come if Ledbury Town Council invited them.

RESOLVED:

That the Ward Councillor Reports submitted from Councillors Simmons and Harvey be received and noted.

That the Clerk contacts the Canal Trust and arranges a mutually convenient meeting to be held at the Council Offices so that Councillors can discuss with the Canal Trust their plans/timescales for the reinstatement of the Canal.

C831. MAYOR'S COMMUNICATIONS

The Chairman reported that an invitation had been received from the Poetry House to enable them to provide an update on their plans for the building and how they are going to make the best use of it as an asset. The Chairman also confirmed that she had received an email from Howard Pugh inviting her to visit the Pugh's Auction Site.

C832. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

No members of the public were present.

C833. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C834. TO RECEIVE AND NOTE MONTH 1 FINANCIAL REPORTS

RESOLVED:

That the Month 1 Financial Reports (receipts and payments, balance sheet and trial balance and budget monitoring report) be received and noted.

C835. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH 2025 (MONTH 12 2024/25) AND APRIL (MONTH 1 2025/26)

The Chairman advised that she had raised some minus postings in relation to Masefield Matters but recognised there is a need to provide further detail in respect of the Masefield Matters expenditure budget within the budget sheets.

She also advised that she had raised a query in relation to month 12 which appeared to be a software issue that is being investigated by the accounts clerk with the software provider.

Councillor Harvey confirmed that she had not signed the month 1 reconciliations and that these remain outstanding.

Councillor Hughes confirmed that he had taken over the role of Chair of Finance, from May 2025 onwards and was waiting for the Accounts Clerk to advise him when the reconciliations would be ready for him to approve.

RESOLVED:

1. That officers populate the expenditure detail in respect of Cost Centre 109 and the various headings from the agreed Masefield Matters budget plan that was provided as part of the funding application.
2. That further clarification on the software issue, being investigated by the Accounts Clerk with the software provider be noted.
3. That Councillor Hughes, as the elected Chair of the Finance, Policy & General Purposes Committee will undertake the reconciliation for the remainder of the 2025/26 Municipal year.

C836. INVOICES FOR PAYMENTS (JUNE 2025)

It was noted that the total invoices for payment stated within the report did not tally with those in the spreadsheet. Officers were requested to review the payments and provide clarity .

RESOLVED:

1. That invoices be approved for payment in the sum of £9,925.93.
2. That clarity be sought as to where the £7,362.58 figure derived from.

C837. GRANT APPLICATIONS

Sustainable Ledbury had submitted a grant application, but it was not clear what the monies would be for. Pages 2 and 4 of the grant application had also been omitted from the agenda papers.

RESOLVED:

That this item be deferred to the next meeting of Full Council and further information be sought from the applicant.

C838. SUBSCRIPTIONS

RESOLVED:

None were received.

C839. PLANNING CONSULTATIONS

RESOLVED:

- 1. Application Number 251067.** Proposed variation of conditions 2 and 22 of planning permission 223248 (Proposed demolition of existing buildings on site and erection of Retirements Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works) – Amend Locations Plan to incorporate actual drainage route. Amend Tree Protection Plan to allow for removal of trees on site – **The Knapp, The Homend, Ledbury, Herefordshire, HR8 1AP.**

No Objection. Members would like assurance that consideration is given to the ecology of the waterway to ensure it does not get damaged. Secondly, where the trees are to be replanted, Members requested that more mature trees be required to be planted as opposed to young saplings.

- 2. Application Number 251268.** Proposed first floor extension above an existing garage, plus internal alterations including converting the existing garage into a utility room & study and replacing the existing garage door with a window. – **16 Progress Close, Ledbury, Herefordshire, HR8 2QZ.**

No Objection.

- 3. Application Number 242430.** Proposed erection of one detached dwellinghouse after removal of barns. – **Plaistow Farm, Rhea Lane, Ledbury, Herefordshire, HR8 2PU.**

No Objection.

- 4. Application Number 251334.** Proposed single storey rear extension and a raised, decked terrace. – **The Merlin's, 35 Bank Crescent Ledbury, Herefordshire, HR8 1AE.**

No Objection.

- 5. Application Number 251304.** Proposed installation of PV panels on barn outbuilding. – **Old Plaistow, Ledbury, Herefordshire, HR8 2PU.**

No Objection.

6. **Application Number 250939.** Proposed clearance of the site and erection of a farm shop with associated vehicular access and parking. – **Land to the West of 1 New Mills, Hereford Road, Ledbury, Herefordshire.**

No Objections, subject to ensuring that conditions are applied to require the majority of the shop's products be grown/produced locally.

7. **Application Number 251504.** Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue. – **St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ.**

No Objection. Members questioned whether a gas boiler is the most appropriate form of heating especially when there are other more efficient options available.

8. **Application Number 251505.** Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue. – **St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ. – LISTED BUILDING CONSENT.**

No Objection.

9. **Application Number 251527.** Proposed change of use from agricultural to mixed use – agricultural and equestrian. No operational development. – **Land at Wall Hills Farm, Hereford Road, Ledbury, Herefordshire, HR8 2PR.**

No Objection.

C840. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

C841. APPLICATION FOR A GRANT OF PREMISES LICENCE – FLAT 2, 23 HIGH STREET, LEDBURY, HEREFORDSHIRE, HR8 1DS

RESOLVED:

That this application is not supported by Ledbury Town Council. It was considered out of character with the Town Centre and concerns were raised relating to noise, public safety and the possible impact on children who could be visiting the shop during school hours when alcohol is being sold.

C842. PAINTED ROOM VISITOR NUMBERS MARCH – APRIL COMPARISON

RESOLVED:

That the Painted Room Visitor numbers be received and noted.

C843. LEDBURY CEMETERY – FENCE POSTS

Members considered the proposal for a small fence to be installed along a section of the top drive of the Cemetery to act as a deterrent to keep vehicles off the grass verges.

RESOLVED:

- 1. That Company 2 be appointed to install the fence posts, with two recesses in each post, at a cost of £3,200 + VAT.**
- 2. That the cost of the fence posts be taken from budget line 102/4206 Cemetery Grounds Maintenance with the additional £1,000 be taken from EMR 335 Amenity and Public Spaces.**

C844. LEDBURY CEMETERY – PURCHASE OF SELF- PROPELLED PUSH MOWER

Members considered that as they were halfway through the growing season with input from an external grounds contractor, it made more sense to revisit this in February 2026, in readiness for next year's maintenance programme.

RESOLVED:

That this item be deferred until February 2026 prior to the commencement of the growing season and after the recruitment of a new groundsman.

C845. TIMBER TRAIL FOR THE RECREATION GROUND

RESOLVED:

- 1. That the Long Walk Weave and Tyre Hopscotch be purchased for the Recreation Ground, in place of the existing timber sleepers at a cost of £3,246.11 plus VAT. This also includes the removal and disposal of the 20 existing timber sleepers.**
- 2. That the cost of the equipment be taken from the remaining funds from budget line 110/4235 Recreation Ground Play Equipment for £2,823.04 with the balance of £423.07 being taken from EMR 335 Amenity and Public Spaces.**

3. That any surplus soil be dispersed amongst the shrubs on the Town Trail – subject to the agreement of Herefordshire Council, and the Deputy Clerk liaise with Ledbury in Bloom to see if they would like the soil for the raised beds.

C846. TO APPROVE DRAFT PARTNERSHIP AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY (LEDBURY & DISTRICT COMMUNITY BENEFIT SOCIETY) IN RELATION TO BYE STREET TOILETS AND CONSIDER REQUEST IN RESPECT OF FUTURE ARRANGEMENTS FOR INSURANCE COVER FOR THE PREMISES AND EVENTS

Councillors Harvey and Morris left the room due to having declared an interest in this agenda item.

Councillor Bradford queried what the actual costs for Ledbury Town Council would be for the year and if the Council has enough money in the budget to cover this expense. Discussion took place regarding insurance for the toilets and whose responsibility this fell to.

RESOLVED:

Members considered that the report presented together with a copy of the draft Partnership Agreement were not aligned and requested further clarification on the text in respect of insurance liabilities be provided at the next meeting.

C847. CHIMNEY CLOSURE PLATE

Members considered the information that had been submitted but requested that Caroe & Partners be requested to review the nature of the works put forward, as part of their quinquennial survey, to ensure airflow and ventilation were considered. Members requested that Caroe & Partners also act as “Clerk of Works”. The Deputy Clerk is to contact Caroe & Partners to obtain their opinion.

RESOLVED:

That the Deputy Clerk contact Caroe & Partners to seek their advice concerning the chimney closure plate as regards its installation and for them to act as “Clerk of Works”, noting that a decision to proceed will be deferred until the outcome of a review of the works by Caroe & Partner is confirmed as safe.

C848. TO RECEIVE AND NOTE NOTICE UNDER REGULATION 5(3)(B) OF THE NITRATE POLLUTION PREVENTION REGULATIONS 2015

RESOLVED:

That the Notice under Regulation 5(3)(B) of the Nitrate Pollution Prevention Regulations 2015 be received and noted.

Councillor Bradford left the meeting at 8:55pm

C849. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 29 MAY 2025 TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

- 1. That the minutes of the meeting of the Resources Committee held on 29 May 2025 be received and noted.**
- 2. That minute number R191 'Code of Conduct Matters' be referred back to the committee to consider in light of advice received from the Monitoring Officer and to seek further guidance on employer responsibilities.**

C850. OFFICER REPORTS

RESOLVED:

That the Officer Reports be received and noted with thanks.

C851. OUTSIDE BODIES

- i. Outside Body Representation**
 - a. RMTG Local Councillor Panel – Rural Vulnerable Young**
 - b. RMTG Local Councillor Panel – Rural Older People**
- ii. To receive and note the minutes of a meeting of the Ledbury Community Day Committee held on 29 May 2025**
- iii. To receive and note the minutes of a meeting of the Ledbury Traders and business Association held on 30 April 2025**

RESOLVED:

- i. That the Outside Body Representations for Rural Vulnerable Young and Rural Older People be deferred until the next meeting of Council.**
- ii That the minutes of a meeting of the Ledbury Community Day Committee held on 29 May 2025 be received and noted.**

- iii That the minutes of a meeting of the Ledbury Traders and Business Association held on 30 April 2025 be received and noted.

C852. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council be held on Thursday, 3 July 2025.

The meeting ended at 8:58pm

Signed Date

DRAFT

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
FULL COUNCIL 14 November 2024					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllr Harvey	In progress
FULL COUNCIL 12 December 2024					
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPGP/IA	Financial Year end	To be reviewed following completion of 25/26 budget	In progress
C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC	Jan-25		In progress
FULL COUNCIL 9 JANUARY 2025					
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC/CEO	TBC		In progress

FULL COUNCIL 23 JANUARY 2025						
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC			To be included on future agenda of CCWP	In progress
C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC			To be considered as part of specification review for grounds maintenance contract	In progress
FULL COUNCIL 20 FEBRUARY 2025						
C652.	The following motion was received from Councillor Hughes "That the Council forms a Task and Finish Group to consists of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the Public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."	Mayor		Mar-25	former Mayor to confirm whether he has contacted group	In progress
FULL COUNCIL 27 MARCH 2025						
C721(b2)	That consideration be given to ways in which the offering for Weddings in the Jacobean Room can be marketed	DTC/WC		2025/26	To be considered when staffing resources allow	In progress

FULL COUNCIL 17 APRIL 2025						
C740	That the Clerk review the format of the action sheet	TC		Apr-25		In progress
C746(vi)	That consideration be given to commissioning tree works to take place in the autumn of 2025/26	DTC		2025/26 FY	To be included in 2026/27 budgets	In progress
C760(1)	That company no 2 be appointed to provide hanging basket posts and that the work be scheduled to take place in the 2026/27 financial year	DTC			To be included in 2026/27 budgets	In progress
C760(2)	That the TMO identify where posts have been removed from their locations in the past and that these be added to the list for replacement	TMO				In progress
C760(3)	That officers investigate possible funding to help cover the costs of hanging basket posts	DTC				In progress
C765(2)	That further consideration be given to the criteria for this award, noting that this will be an exceptional award and not necessarily an annual award	TC		Future agenda		in progress
FULL COUNCIL 12 JUNE 2025						
C829.	That the Clerk arranges a meeting with the Chair and Deputy Chair to review the Action Sheet.	TC		01.07.2025	Dates for this meeting being considered	In progress
C830.	That the Clerk contacts the Canal Trust and arranges a mutually convenient meeting to be held at the Council Offices to discuss plans for the reinstatement of the Canal.	TC		01.07.2025	Invite to meet sent to Canal Trust	In progress

C843.	Members were in favour of appointing company 2 to install the fence posts at a cost of £3,200 + VAT. And that Budget Line 102/4206 Cemetry Grounds Maintenance will be used to fund this work, together with £1,000 from EMR 335 Amentiy and Public Spaces.	DTC	01.07.2025	Order placed awaiting confirmation of commencement of works	completed
C844.	That the purchase of self-propelled push mower be deferred until February 2026 prior to the commencement of the maintenance programme.	TC	Ffeb 2026	To be considered as part of 26/27 budget process and reported back to committee in Feb 2026	In progress
C845.	That the Loong Walk Weave and Tyre Hopscotch be purchased for the Recreation Ground, in place of the existing timber sleepers. That the cost for the purchase of the Long Walk Weave and Tyre Hopscotch will be £3,246.11 plus VAT, which also includes the removal and disposal of the 20 existing timber sleepers. Budget line 110/4235 with the balance of £423.07 coming from EMR 335 Amenity and Public Spaces.	TC	Jun-25	Order placed and invoice on agenda for payment of 30% deposit	Completed
C846.	Members considered that the report presented together with a copy of the draft Partnership Agreement were not aligned and requested further clarification on the text, ie. The nature of the insurnace liability and who is paying for what.	TC	03.07.2025	Report on agenda for further consideration	Completed

C847.	That the Deputy Clerk contact Caroe & Partners to seek their advice concerning the Chimney plate as regards it's installation and them acting as "Clerk of Works"	DTC	Jun-25	Email sent to Caroe awaiting response	Completed
C851.	That the Outside Body Representation be deferred until the next meeting of Council.	TC	03.07.2025	On agenda for consideration	Completed

FULL COUNCIL	3 JULY 2025	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – JULY (Interim) 2025

Purpose of Report

The purpose of this report is to provide Members with information to support the invoices for payment for July 2025 (Interim)

Detailed Information

Attached is a list of payments due for payment for July 2025 (interim) in the sum of £19,273.18 plus VAT. This total includes Direct Debit and BAC's payments which are broken down as follows:

Direct Debit total for July 2025	£ 2,017.29 plus VAT
BAC's payments for June 2025	<u>£17,255.89 Plus VAT</u>
TOTAL INVOICES FOR PAYMENT	<u>£19,273.18 Plus VAT</u>

The below table provides explanations in respect of overspends and other queries relevant to those payments

	Code	Company	Description	Comments
1	115/4640	Festive Lighting	Year 2 Christmas lights	Officers were asked to seek clarification on the cost of the lights in 2024/25 due to the original spec not being able to be provided for safety reasons the response received in relation to this is provided following this table.
2	109/4906	Ledbury & District CBS	Masefield Matters	Clerk to provide Accounts Clerk with breakdown of NLHF budget plan – please note this section of the budget was not included in the 2025/26 budget totals provided in respect of precept etc.
3	235/4415	Posturite	Support chair	This item has been provided as a result of a recommendation from Access to Work who have approved this with a full refund to be paid to the council – the relevant paperwork has now been submitted to Access to

				Work and reimbursement is awaited
4	105/4770	Emblem print	Cotton shopping bags	Overspend – it was not anticipated at the time of the 2025/26 budget setting process that the Artisan Artist Books (which are provided on a sale or return basis) would sell as fast as they did. Subsequently, payment had to be made for the ones already sold before a further order could be placed for more. The books are purchased by the Council at £16.25 and sold at the RRP of £25.00.

Response received from Festive Lighting

“The items in question were returned to our stores and the cost of this absorbed by TFLC. If the alternative products on the crossings are approved, we will be ordering these from our manufacturer, we will then absorb further costs to supply the new items for 2025, as the new items differ in cost than the initial ones, we have also absorbed this increase in the price and delivery from the manufacturer.

On the original quote we had discounted the products considerably to include all locations and further discounted the total figure to £15k to be in budget, please let me know if you need further info or when the alternative products decision has been made so I can instruct the office to order the new products.”

Recommendation

1. That the invoices for payment in the sum of £19,273.18 plus VAT be approved.
2. That Members receive and note the response from Festive Lighting in respect of the 2024/25 Christmas Lights costs, and the 2025/26 Christmas Lights, subject to approval of newly proposed scheme.
3. That Members note that the expenditure in respect of 235/4415 is subject to reimbursement by Access to Work as was previously reported to council in 2024/25.
4. That Members note that the overspend against 105/4770 will be offset by the sales of the Artisan Artist books, which are purchased on “sale or return” basis and sold at a mark-up of £8.75 per book.

Invoices for July 2025

INVOICE DATE	INVOICE NO	DD/BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
31/05/2025	016436890525	DD	220/4433		Barclaycard	LTC - Charges	£10.00	£0.00	£10.00	
24/06/2025	PZ15987732	DD	220/4433	£495.00	Take Payments	Terminal rental	£25.00	£5.00	£30.00	
31/05/2025	016436880525	DD	105/4433		Barclaycard	Painted Room - Charges	£14.80	£0.96	£15.76	
24/06/2025	PZ15987733	DD	105/4433	£481.24	Take Payments	Terminal rental	£25.00	£5.00	£30.00	
05/06/2025	KI-1DBC1576-0041	DD	201/4122	£618.97	Eon	Electricity - Market House	£215.03	£10.75	£225.78	
12/05/2025	457585825	DD	201/4550		Lloyds Bank	Bank Charges (235)	£8.50	£0.00	£8.50	
06/06/2025	458600615	DD	220/4550	£382.90	Lloyds Bank	Bank Charges (235)	£21.60	£0.00	£21.60	
11/06/2025	IN13366835	DD	118/4276	£828.49	Npower	Electricity - Market Stalls	£75.51	£3.78	£79.29	
16/06/2025	7583491	DD	401/4481		Onecom	Phone Charges	£408.41	£81.68	£490.09	
17/06/2025	04754310/38082267	DD	401/4481	£4,568.18	O ²	Mobile phones x 6 per month	£121.41	£24.28	£145.69	
20/06/2025	132363	DD	401/4483	£7,364.97	OMS	Service Agreement Charge	£1,046.03	£209.21	£1,255.24	
30/04/2025	L21043	DD	220/4590	£14,340.00	Thompson & Co	Payroll - Accountants	£46.00	£9.20	£55.20	
						DIRECT DEBIT TOTAL	£2,017.29	£349.86	£2,367.15	
01/05/2025	INV-2025-05-000057	BACS	115/4640	£9,000.00	The Festive Lighting Company	Year 2 - Festive Lighting Scheme	£6,000.00	£1,200.00	£7,200.00	1
20/05/2025	HL100246	BACS	220/4590	£13,953.36	Hoople	HR Advice (April 2025)	£386.64	£77.33	£463.97	
31/05/2025	202505000004	BACS	102/4330	£943.73	P J Nicholls Ltd	Fuel (S14 RGE & CX66 OCG)	£84.27	£16.84	£101.11	
06/06/2025	-	BACS	102/4250	£1,675.00	John Walsh Tree Surgery	Tree Works - Cemetery	£450.00	£0.00	£450.00	
06/06/2025	-	BACS	120/4004	£181.67	Jill Jupp	Reimbursement - Wedding Decorations	£68.33	£13.67	£82.00	
06/06/2025	10436	BACS	109/4906		Herefordshire Wildlife Trust	Wildplay Session - Masefield Matters	£333.33	£66.67	£400.00	2
16/06/2025	2025-0601	BACS	109/4906		Lesley Ingram	Reading on Guided Walk for Big Green Week (MM)	£120.00	£0.00	£120.00	2
16/06/2025	INV13374803	BACS	235/4415	£1,378.00	Posturite	Positiv Plus high no neck/arms support chair	£415.00	£83.00	£498.00	3
09/06/2025	43	BACS	202/4170	£4,865.12	Ledbury Hardwarre	Gorilla Glue Windowlene Wood Silk x 3 Spade Nails x 2	£45.88	£11.47	£57.35	
						Cable Ties				
09/06/2025	10996055	BACS	202/4185	£3,134.94	Chubb	Engineer's Visit	£460.06	£92.01	£552.07	
10/06/2025	91712404	BACS	202/4021	£878.51	Herefordshire Council	Waste Collection (Quarterly) - LTC	£121.49	£0.00	£121.49	
10/06/2025	91712324	BACS	118/4176	£9,362.10	Herefordshire Council	CCTV Contribution	£2,637.90	£0.00	£2,637.90	
10/06/2025	91712323	BACS	101/4224	£165.43	Herefordshire Council	Waste Collection (Quarterly) - Church	£84.57	£0.00	£84.57	
11/06/2025	29050	BACS	emr 335		Octaga Security Services Ltd	Install New CCTV System	£4,112.62	£822.52	£4,935.14	
12/06/2025	-	BACS	230/4051	£1,350.35	Julia Lawrence	Milage - Community Day	£26.65	£0.00	£26.65	
12/06/2025	0000114092	BACS	105/4700	£141.48	Emblem Print Products Ltd	Cotton Shopping Bags x 144	£384.48	£76.90	£461.38	4
17/06/2025	104999	BACS	202/4116	£225.25	Shredall	Off Site Shredding Charge	£89.75	£17.95	£107.70	
17/06/2025	7001394251	BACS	102/4115	£78.93	Waterplus	charges for services 15.03.2025-1506.2025	£21.07	£0.00	£21.07	
19/06/2025	0000147868	BACS	110/4235	£9,023.17	Soverign	30% Deposit - NEW EQUIPMENT	£973.83	£194.77	£1,168.60	
23/06/2025	-	BACS	115/4650	£3,831.06	John Wadley	Reimbursement - Almshouse trough materials	£168.94	£33.78	£202.71	
26/06/2025	INV024290	BACS	235/4405	£2,118.52	Dolphin Tec	Photocopier copy billing as at 22.05.2025	£269.48	£53.90	£323.38	
27.06.2025	210	BACS	220/4460	£4,102.40	G & P Group enterprise	Ledbury Reporter	£1.60	£0.00	£1.60	
						BACS PAYMENT TOTALS	£17,255.89	£2,760.81	£20,016.69	
						DIRECT DEBIT TOTALS	£2,017.29	£349.86	£2,367.15	
						TOTAL PAYMENTS	£19,273.18	£3,110.67	£22,383.84	

Signed

Signatory 1

date

Signatory 2

date

FULL COUNCIL	3 JULY 2025	AGENDA ITEM: 15
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Report prepared by Emma Clowsley

MASEFIELD MATTERS – REQUEST TO RELEASE FUNDS FOR SEA FEVER ACTIVITIES

Purpose of Report

To provide a breakdown of costs for the Sea-Fever related activities as part of the Masefield Matters project, and the reasoning for requesting the amount of £10,015 to be released from the allocated NLHF budget.

Background

These activities form part of one of the proposed 6 big “projects’ within the overall project, submitted to the NLHF. These activities are aimed at students from John Masefield High School. The activities include a trip to the Cutty Sark (to include climbing the rigging) for a selection of students, a talk from some ex-merchant navy seamen at the school, and some follow up activities if there are funds remaining. The allocated amount also includes entry price, transport costs, supply cover for teachers, and a photographer/videographer to capture the events.

The 6 big projects aim to engage 295 people in total, with an overall reach of approx. 2000 for all activities through the course of the familiarisation phase including events like Community Day where attendance figures are estimates.

Detailed Information

Original activity details (as detailed in the NLHF Approved Purposes Document):
Amount allocated to this project is £10,015

Activity description: Sea-fever, activity exploring seafaring life with ex-merchant seamen, including a visit to the Cutty Sark in London.

Participants: 15 young people aged 13-14 years old will attend the Cutty Sark with two support staff. 50-100 students will attend Q&A sessions with ex-merchant Navy seamen at John Masefield High School.

Objectives of activity:

An opportunity for students to explore the Cutty Sark and Royal Museum in Greenwich, climb the rigging.

An opportunity to climb the rigging as Masefield describes in his book New Chum.

Students will learn what life was like at sea for the ex-merchant Navy Seamen and gain an insight into what John Masefield’s life at sea would have been like.

Students will be given an activity pack to teach them more about John Masefield's life at sea, including poems and stories about his life.

Engage students who might otherwise be difficult to reach.

Students who are unlikely to have been able to visit London, or a museum like this, before have been selected to be part of this activity. Students are aged 13-14, around the same as John Masefield was when he was first sent to join the Navy. All students will get the opportunity to hear from ex-Merchant seamen about their experience at sea, and we are moving this activity to John Masefield High School to allow for this. This will allow us to educate more students than if the talk took place during the Cutty Sark trip.

Allocated amounts in NLHF approved purposes document

Total £10,015

Travel for participants in sea-fever project incl visit to Cutty Sark, London	£1,500
Admission charge to visit Cutty Sark, based on a group of 15 people (5 adults @£17ea, 10 young people @£11.50ea, total £200 with guided tour of ship @ £75 for group and rig climb at £50ea for 10 young people @£500.	775
Supply cover for teachers out of classroom supporting young people working on the Sea-fever project, 2 teachers on 6 days @£250 per day	3,000
Fees for specialists supporting Sea-fever project, filmmaker 8 days (inc prep and travel) @ £350 per day.	2,800
Travel costs for ex merchant seamen contributing to the Sea-fever project with young people (nearest MNA branches in Tamworth and edge of Birmingham)	1000
Venue hire for sea-fever, incl meetings with ex merchant seamen, venue tbc	250
Hospitality for community group participating in familiarisation projects away from their usual meeting place	150
Materials for six community group projects and citizen science project with JM Archive researching people to whom books dedicated, based on an average budget of £400 per project	400
Materials for public events (familiarisation) divided by 6 projects	58
Materials to support access to Masefield Archive, community projects, public events	82

Total = £10,015

Recommendation

1. That Members give consideration to the above request for releasing allocated funds from the National Lottery Heritage Fund to the sum of £10,015 to allow these activities to take place.
2. Should any underspend occur this should be moved into the general contingency fund as agreed with National Lottery Heritage Fund.

FULL COUNCIL	3 JULY 2025	AGENDA ITEM: 23
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Report prepared by Angela Price – Town Clerk

BYE STREET TOILETS – PARTNERSHIP

Purpose of Report

The purpose of this report is to seek Members authorisation for the signing of the attached Partnership Agreement between Ledbury Town Council and Love Ledbury in respect of Bye Street Toilets.

Detailed Information

At its meeting on 17 April 2025, the Council resolved to enter into a partnership with Love Ledbury for the opening and maintenance of the Toilets located at Bye Street, Ledbury on a permanent basis.

Following that meeting the Clerk drafted a formal, permanent partnership agreement and provided a draft copy to Love Ledbury for their agreement.

The agreement is based on the one prepared for the temporary partnership and Love Ledbury has written to confirm that they are pleased to agree to an ongoing partnership with Ledbury Town Council to operate the toilets on the terms as set out in the attached Partnership Agreement.

When responding Love Ledbury have asked for clarification on whether Ledbury Town Council would be bringing the premises under its public liability and buildings insurance for matters not reserved to the County Council as the building's owners.

The Clerk has subsequently contacted the Council's insurance brokers to request a quote to add the internal fixtures and fittings etc. of the toilets to their insurance policy, noting that the Council's Public Liability Insurance would now include the toilets at no additional cost. However, through discussion the insurance brokers advised that they do not anticipate being able to get as good a price as that which is currently being offered to Love Ledbury. The quote for the renewal of the current policy is £15.70 per month and provides the following limits of indemnity:

Limits of Indemnity:

Public Liability: £5,000,000 minimum any one event

Products Liability: £5,000,000 minimum for all claims in the aggregate during and one period of insurance

Pollution Liability: As per Products Liability

Employers' Liability: £10,000,000 any one event inclusive of costs

Excess: Public Liability: Nil any one claim

Products Liability: Nil any one claim

Pollution Liability: Nil any one claim

Employers' Liability: Nil any one claim

This report was presented to a meeting of Council on 22 May 2025, however due to there only being four councillors at that meeting, and two of them having declared an interest which precluded them from voting it was not able to consider the report content. This meant that as the insurance was due for renewal Love Ledbury agreed to renew their insurance policy for the cost of the buildings insurance, excluding the Public Liability as this would now be covered by Ledbury Town Council's policy, and that the Council would give consideration to bringing the premises under its buildings insurance for matters not reserved to the County Council as the building's owners.

The two sections that were amended within the attached draft Partnership Agreement in relation to the insurance have been highlighted in yellow for clarification.

Recommendations

1. That Members agree to cover the cost of insuring the Bye Street toilets under its buildings insurance for matters not reserved to the County Council as the building's owners.
2. That Ledbury Town Council reimburse Love Ledbury Trustees the sum of £15.70 per month to cover the cost of the buildings in accordance with 1 above.
3. That Ledbury Town Council agree to include Bye Street Toilets within their current Public Liability Insurance Policy at no additional cost to the council.

BYE STREET TOILETS
PARTNERSHIP AGREEMENT BETWEEN
LEDBURY TOWN COUNCIL
AND
LOVE LEDBURY

This Partnership Agreement is between Ledbury Town Council and Love Ledbury in respect of the Bye Street Toilets as agreed at a meeting of Ledbury Town Council on 17 April 2025.

The agreement will commence on 7 July 2025 on a permanent basis until such time either party decides it wishes to terminate the agreement and has provided notice of three months.

Love Ledbury will:

- Continue to be the primary point of contact with Herefordshire Council on any matters relating to the toilets and any correspondence with Herefordshire Council relating to the toilets will come through Love Ledbury.
- Continue to hold the tenancy of the Bye Street toilets.
- Continue to be the named customer with the existing utility providers.
- Pay all utility bills and seek reimbursement within 30 days of payment from Ledbury Town Council.
- Remain responsible for Business Rates payable on the building – which are presently waived due to the organisation's charitable status.
- Continue to insure the internal facilities with their current insurance provider, with reimbursement from Ledbury Town Council within 30 days of payment.
- Provide an example cleaning and maintenance schedule for consideration by the Town Council.

Ledbury Town Council will:

- Retain a set of keys for the Bye Street toilets building which will give council staff full access to all cubicles, service areas and services on site.
- Determine and take responsibility for the opening hours of the facilities and for ensuring that the facilities are secure outside of these operating hours.
- Utilise the Council's own consumables suppliers to procure the products required to operate and to clean the facilities.
- Be responsible for determining and delivering the daily cleaning schedule for the facilities, and for keeping the external areas of the property footprint clean and tidy. To include removal of weeds on the premises.
- Be responsible for responding to any additional/emergency cleaning and any out-of-hours requirement to attend on-site.
- Be responsible for the cost of any routine maintenance and new repairs which need to be undertaken.

- Ensure the baby changing station is fit for use.
- Be responsible for the cost of the utilities (water and electricity) used.
- Reimburse Love Ledbury for all utility bills on receipt of invoices and evidence of their payment within 30 days of them having been paid
- Reimburse Love Ledbury for the cost of insurance for the premises upon receipt of invoices and receipts
- Have use of the secure display frames inside the cubicles and outside the building for advertising and promotion of community news.
- Not be required to undertake any roof or guttering repairs or replacement.
- Provide public liability insurance cover within the council's current policy.

This agreement is a permanent agreement between Love Ledbury and Ledbury Town Council and is subject to the above conditions.

Signed Date
(On behalf of Love Ledbury)

Signed Date
(The Clerk, on behalf of Ledbury Town Council)