

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

20 March 2025

To All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 27 March 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
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 Data Protection Act (GDPR) 2018

A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting.)

3. **To note the Nolan Principles**

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>

4. To approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 6 March 2025 (Pages 3198 - 3207)
5. To receive and note the action sheet (Pages 3208 - 3215)
6. Ward Councillor Reports (To Follow)
7. Mayors Communications (Verbal)
8. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"

9. To receive motions presented by Councillors in accordance with Standing Order 9

Motion received from Councillor Harvey:

"That Ledbury Town Council consider an appropriate way to formally recognise the service of former Councillor Phillip Howells, particularly his contributions to the Neighbourhood Development Plan, the Council's Corporate Plan, and his tenures as Mayor and Deputy Mayor."

MINUTES

10. To receive and note the Minutes of a meeting of the Resources Committee held on 6 March 2025 and to give consideration to any recommendations therein (Pages 3216 - 3219)

FINANCE

11. To receive and note Month 10 financial reports (Pages 3220 - 3253)
 - i. Receipts and Payments – 1 January to 31 January 2024
 - ii. Balance sheet and Trial Balance – Month 10
 - iii. Budget Monitoring Reports 1 April – 3 January 2024
12. To confirm verification of bank statements and reconciliations for January 2025 (Verbal)
13. Grant Applications received (Pages 3254 - 3259)

Ledbury Swifts FC – Local Government (Miscellaneous Provisions) Act 1976, s. 19 – Amount requested £500 to support Ledbury Swifts Under 16's Strömstad Twinning visit in July 2025

14. Grants Feedback (Pages 3260 - 3261)

Citizens Advice – response to questions from Council

15. Fees and Charges (Pages 3262 - 3273)

- a. Cemetery fees and charges
- b. Room Hire and Market fees and charges

16. Subscriptions (Pages 3274 - 3275)

Campaign to Protect Rural England

PLANNING

17. Planning Consultations (Pages 3276 - 3277)

18. To receive and note Planning Decisions (Pages 3278 - 3281)

19. To approve the Draft Town Map (To follow)

20. Application for Grant of Premises Licence (Page 3282 - 3283)

21. Update on “Slow Ways” project (Pages 3284 - 3289)

22. Outcome of recent Dropped Kerb survey by Ledbury Mobility Users (Pages 3290 - 3295)

ENVIRONMENT & LEISURE

23. St Michael & All Angels Memorial Testing (Pages 3296 - 3297)

24. Complaints received in respect of Ledbury World Book Fest event – 8 March 2025 (Pages 3298 – 3307)

25. Minutes of a meeting to discuss VE Day held on (Pages 3308 - 3311)

GENERAL

26. Outside Bodies (Pages 3312 - 3314)

Ledbury Carnival – minutes of a meetings held on 5 March 2025

27. 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.

- 28. Provision of new CCTV Ledbury Recreation Ground
(Pages 3315 - 3319)**
- 29. Date of next meeting**

To note that the next meeting of Council is scheduled for 17 April 2025 in the Council Offices

**Distribution: - Full agenda reports to all Councillors (9)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (1)
Library (1)
Police (1)**

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 06 MARCH 2025**

PRESENT: Councillors Chowns, Hughes, Kettle and Morris

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

C678. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Bradford and Harvey.

C679. DECLARATIONS OF INTEREST

A declaration of interest was made by Councillor Morris for item 11 – Grant Application Community Day and item 28 – Bye Street Toilets.

C680. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C681. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 20 FEBRUARY 2025

Councillor Hughes asked for clarification on the standing of draft minutes after they have been published on the agenda. Members were advised that once the minute have been issued on an agenda any requests for amendments to those minutes must be considered at the relevant meeting where the minutes are to be approved and signed as a correct record.

It was agreed that the Clerk would send out an email to all Councillors reminding them of this.

RESOLVED:

- 1. That the Clerk emails all Councillors advising that amendments to draft minutes can only be considered at the relevant meeting whereby all Members are provided with the opportunity to consider any amendments requested.**

2. That the following amendments be made to the minutes: -
 - i. That C664 - "St. Michael's" be amended to St. Michael and that all staff be made aware of the correct spelling.
 - ii. That C657 - "The Clerk advised that he had received" be amended to "The Clerk advised that she had received."
 - iii. That C671.2 - "Accommodation needing to be blocked urgently." be amended to "Accommodation needing to be booked urgently."

C682. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

1. That C593(2) – That the CEO be added to the "to be actioned" column.
2. C601 (2) and (3) – Noted that the Clerk is waiting to hear from the Planning Officers.
4. That C652 – The Mayor is to follow up within the next few days. The Clerk is to pursue youth groups outside of JMHS, including the Art College and Hereford Cathedral School.

C683. MAYOR'S COMMUNICATIONS

The Mayor provided an update on the upcoming International Woman's Day Coffee Morning on Friday 7 March 2025, and the upcoming meeting on 19 March 2025 with Mr Paul Walker, as well as the recent success of Ledbury's Got Talent.

Councillor Morris asked that an item be added to the agenda in respect of the Town Council's relationship with the Library.

RESOLVED:

The Clerk asked Members to let her know of any items that they would like to have added to the agenda for the meeting Paul Walker in advance of the meeting on 19 March 2025.

C684. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

None were present.

C685. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

RESOLVED:

None received.

C686. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

1. That comments in respect of numbers 1, 4, 5, 6 and 7 be noted.
2. That a virement from 225/4525 £1,000 to 230/4400 be approved noting that there will be an overspend of staff training budget at year end.
3. That a transfer of funds from EMR 335 -Amenity Spaces to 108/4228 be approved.
4. That the invoices for payment for March (interim) in the sum of £3,613.06 plus VAT be approved.

C687. NOTIFICATION OF OUTCOME OF INSURANCE CLAIM AGAINST LEDBURY TOWN COUNCIL

RESOLVED:

That the outcome of the insurance claim against Ledbury Town Council be received and noted.

C688. GRANT APPLICATIONS RECEIVED

RESOLVED:

1. That the Ledbury Community Day be awarded a grant of £300 in support of their annual event – Local Government Act 1972 s.145(1)(a).
2. That the Ledbury Children’s Centre be awarded a grant of £500 to support the provision of “Fun for Families I the forest School” – Local Government Act (Miscellaneous Provisions Act 1976 s.19).
3. That subject to there being sufficient funds remaining in the 2024/25 grants budget the grants be paid with immediate effect.

C689. COUNCILLOR RESIGNATIONS

Members were advised of two Councillor resignations namely Phillip Howells and John Newsham respectively.

The Mayor spoke of his appreciation and support from both Councillors Howells and Newsham, which was supported by Councillor Hughes. The Council also recognised Councillor Howells' achievements on both the Corporate Plan and the Neighbourhood Development Plan.

RESOLVED

That the Councillor Resignations be received and noted.

C690. TO RECEIVE NOTIFICATION FROM COUNCILLOR SINCLAIR IN RESPECT OF APOLOGY TO DAVID THOMAS AS PER STANDARDS PANEL RECOMMENDATION

It was noted that Councillor Sinclair was not present at the meeting to advise whether he had provided an apology. However it was noted that Councillor Sinclair had, through local press, stated that he would not be making an apology.

C691. TO STAND UP COUNCIL COMMITTEES AND GIVE CONSIDERATION TO COMMITTEE MEMBERSHIP FOR THE REMAINDER OF THE 2024/25 MUNICIPAL YEAR

Members considered that following the resignation of two Councillors the Council now has just nine Members and therefore the Council were not currently in a position to stand up committees at this time and that the current format should continue.

C692. DRAFT SCHEDULE OF MEETINGS

It was agreed that an amended Schedule of Meetings be created as follows:

27 March 2025 – 6.00 pm* Resources/7.00 pm Full Council

17 April 2025 – 6.00 pm* Resources/7.00 pm Full Council

24 April 2025 – 7.00 pm Annual Parish Meeting

1 May 2025 -6.00 pm Resources Committee

8 May 2025 – Annual Council Meeting

*That if the Resources agenda was short that the meetings commence at 6.30 pm.

RESOLVED

1. That the Council continue with Council meetings and Resource meetings at three-week intervals for the remainder of the 2024/25 Municipal Year.
2. That the Resources Meetings be scheduled for 6.00 pm on the same evening of Full Council meetings which will be held at 7.00 pm.
3. That if the agenda for the Resources Committee is short, then that meeting should start at 6:30pm instead of 6:00pm.
4. That a meeting of Councillors be arranged to consider preparation of information for the Annual Council Meeting.
5. That an amended Schedule of Meetings be created as follows:
27 March 2025 – 6.00 pm* Resources/7.00 pm Full Council
17 April 2025 – 6.00 pm* Resources/7.00 pm Full Council
4 April 2025 – 7.00 pm Annual Parish Meeting
1 May 2025 -6.00 pm Resources Committee
8 May 2025 – Annual Council Meeting
*That if the Resources agenda was short that the meetings commence at 6.30 pm.

C693. SUSPENSION OF STANDING ORDERS

RESOLVED:

It was agreed that the decision not to reinstate Committees meant that there was currently no requirement to appoint a Chair of the Finance, Policy & General Purposes Committee and therefore no requirement to suspend Standing Orders.

C694. TO APPOINT CHAIRMAN TO FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

RESOLVED:

1. It was agreed that the decision not to reinstate Committees meant that there was currently no requirement to appoint a Chair of the Finance, Policy & General Purposes Committee.
2. Councillor Hughes advised that following the resignation of John Newsham, who had been appointed as the Chair of the Finance, Policy & General Purposes Committee in May 2024, he would, as a former Chair of this committee be happy to sign of bank reconciliations and other matters relating to the Finance Committee if needed.

C695. TO GIVE CONSIDERATION TO AMENDMENT TO LEDBURY TOWN COUNCIL SUBMISSION IN RESPECT OF PLANNING APPLICATION 242783

Members were provided with evidence received from the Ledbury Healthcare Partnership and the Patient Participation Group that differed to information provided to the Council in respect of planning application no. 242783 (Lidl Development) and The Health Partnership and Patient Participation Group were asking that Ledbury Town Council amend their submission to Herefordshire Council Planning Department to reflect this.

RESOLVED:

That the Council's submission in respect of Planning Application no. 242783 agreed at their meeting on 13 February 2025 be amended by removing the following content:

"The Town Council understands that this is also the preference of the current GP services contract holder, Ledbury Healthcare Partnership, and also that of the Integrated Care Board which continues to discuss provided extended town centre facilities amongst public service colleagues under the "One Public Estate" partnership."

C696. PLANNING CONSULTATIONS

RESOLVED:

- 1. 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.**

RESOLVED:

That Ledbury Town Council reserve judgement until such time the report requested by the Traffic Officer is available.

- 2. Application number 250392 – Proposed installation of photovoltaic solar panels on South facing roof of Barn B vehicle and bike storage – Old Plaistow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU LISTED BUILDING CONSENT.**

RESOLVED:

No objection.

3. **Application number 250413 – Proposed agricultural building – Marely Hill, Staplow, Herefordshire, HR8 1NR**

RESOLVED:

No objection.

4. **Application number 250613 – Works to Trees in a Conservation Area – T1: Maple – reduce by 10 – 15% in order to reduce size and leave balance Due to reported weak forks present. – Land between 2-3 Magistrates Court, Church Road, Ledbury, Herefordshire, HR8 1EY.**

RESOLVED:

No objection

C697. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

C698. NOTIFICATION OF PLANNING PERMISSION AND LISTED BUILDING CONSENT IN RESPECT OF NEW CCTV IN LEDBURY TOWN COUNCIL OFFICES

RESOLVED:

That the notification of Planning permission of the Listed Building Consent in respect of the new CCTV in Ledbury Town Council Offices be received and noted.

C699. CHANGE OF CLUB NAME – REQUEST FOR FEEDBACK

Members were requested to provide feedback to the Wyvern Swim and Sun Club on proposals to change their name to Ledbury Naturist Club.

Members felt that as the group is based someway out of Ledbury they did not feel using “Ledbury” in their name was appropriate and asked the Clerk to write back suggesting that they consider an alternative name to Ledbury Naturist Club.

RESOLVED:

That the Clerk write back to the Wyvern Swim and Sun Club suggesting that as their group is based someway out of Ledbury they consider an alternative name.

C700. NOTES OF A MEETING OF THE TEMAP TASK & FINISH GROUP HELD ON 4 FEBRUARY 2025

RESOLVED:

That the notes of a meeting of the TEMAP Task and Finish Group held on 4 February 2025 be received and noted.

C701. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 20 FEBRUARY 2025 AND TO GIVE CONSIDERATIONS TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Resources Committee held on 20 February be received and noted.

C702. RECOMMENDATION FROM RESOURCES COMMITTEE HELD ON 6 MARCH 2025

Members were asked to give consideration to a draft Staff Review Specification as recommended from the meeting of the Resources Committee.

RESOLVED:

That the Draft Staff Review Specification be approved and the Clerk be authorised to send this out to suitable companies requesting quotations to undertake the review.

C703. PROPOSAL IN RESPECT OF DISPLAY OF LITTLE STROMSTAD MEMORABILIA

RESOLVED:

That the Clerk write to Strömstad Twining Association to advise them that the Council support their request to create a display of pictures and artifacts in the Market House.

C704. ELECTRIC CHARGE POINTS

Members discussed the location of charging points and considered it would be useful to have high powered charging points at St Katherines Car Park and Bye Street car Park.

RESOLVED:

That the Clerk write back to Herefordshire Council to ask that consideration be given to new charging points at St Katherines and Bye Street Car Park.

**C705. CORRESPONDENCE RECEIVED FROM HELEN BEALE –
HEREFORDSHIRE COUNCIL ESTATES OFFICER**

1. Bye Street Toilets Condition Survey

Members were provided with the outcome of the recent Condition Survey carried out on Bye Street Toilets, which provided detail on a number of repairs needed. It was noted that these repairs would be the responsibility of Herefordshire Council.

2. St Katherine's Square

Members were asked to raise any potential snagging issues in relation to St Katherine's Square to be reported back to Herefordshire Council Estates Officers prior to sign off of the contract and the final retention monies being released. Councillor Morris raised concerns over the tool needed for the access panels within the square and also provision of signage at the Square.

3. Church Lane Public Conveniences

Members were provided with a condition survey report in respect of the Church Lane toilets asking whether Ledbury town Council would be willing to consider taking on the day-to-day management of these toilets.

RESOLVED:

1. **That the Clerk request a timetable for when the works to Bye Street Toilets will be carried out.**
2. **That the Clerk request the provision of two panel access tools for St Katherine's Square.**
3. **That a request be made for signage at St Katherine's Square.**
4. **That the Estates Officers be advised that Ledbury Town Council do not wish to take on Church Lane toilets and that this be a matter to be addressed with Mr Walker on 19 March.**

C706. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council to take place on Thursday, 27 March 2025.

The meeting ended at 8:30pm

Signed Date

DRAFT

FULL COUNCIL
12.12.2024

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 28 November 2024					
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICT T & F group for consideration	TC	Jan-25	Meeting arranged for 22.01.2025 - report to be prepared - meeting postponed due to other priorities and staff shortages - date to be confirmed	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 FPG/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
C560(2)	That clarification be sought from Citizens Advice Bureau on how they are delivering the service in Ledbury and whether the option for their staff to do home visits where individuals experience travel or financial difficulties.	TC	Jan-25	Completed
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
C601(1)	That the electric vehicle shown at item 2 within the report be purchased for use by the Town Council's Maintenance Operative at a cost of £13,000 plus VAT.	TC	Feb-25	In progress
C601(2)	That officers obtain quotes for a 20 ft standard shipping container to be placed to the rear of the skip within the cemetery grounds.	TC	Jan-25	In progress

C601(3)	That once the costs of a 20 ft standard shipping container have been established, both items be purchased from the General Reserve and arrangements be made for replacing these funds from future budget setting process.	TC	Jan/Feb 2025	see above	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
C625.3	That the suggestion to hold an outdoor cinema event on the recreation ground on Saturday, 3 May 2025 be agreed in principle subject to more details being provided to a future meeting of council.	CEO	20.02.2025	CEO to provide more information - report provided to Members of Task & Finish Group that LTC does not currently have the resources to manage this event - awaiting	Confirmation to be sought from Council that LTC does not have resources at this time to put this event on
C629	That the Council support the Baton of Hope event in October 2025 and that Clerk meet with Talk Community to discuss this further.	TC	Feb-25	Awaiting meeting when more information available	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
C635.2	That the Council grant delegated powers to the Resources Committee to consider any potential counter claim, up to a specified limit, and that any counter claim exceeding that limit be referred to Council.	RES Comm	TBC	Awaiting response	In progress

FULL COUNCIL 20 FEBRUARY 2025

C652.	<p>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."</p>	Mayor	Mar-25	Mayor to confirm whether he has contacted group	In progress
C653.	<p>Possible incorrect payment identified to this cc/nc - Clerk to review with accounts Clerk (22/4115). This line entry be amended to 'Possible incorrect posting identified to this cc/nc - Clerk to review with accounts clerk (22/4115)</p>	TC	Mar-25	Accounts Clerk currently off sick Clerk to investigate	In progress
C664.	<p>Members considered the proposals put forward for the post and chain fence but sought further ideas before a decision was made.</p>	TC/DTC	Mar-25	Officers to provide alternative options at future meeting	In progress
C668.	<p>That the Clerk obtain a map from Herefordshire Council setting out the specific areas to be cut and report back to Council.</p>	TC	Mar-25		In progress

C671.	That Members were all in favour of purchasing tyre swing A - Birds nests swing at a cost of £7,176.96	TC	Mar-25	In progress
FULL COUNCIL 6 MARCH 2025				
C681	That the Clerk email all Cllrs advising that amendments to draft minutes can only be considered at the relevant meeting whereby all Members are provided with the opportunity to consider any amendments requested	TC	10.03.2025	Completed
C682	That the Mayor follow up action from minute C652 in respect of meeting with the youth group	SC	TBC	In progress
C683	That Members advise the Clerk of any items that they would like to have added to the agenda for the meeting Paul Walker in advance of the meeting on 19 March 2025.	Cllrs	Prior to 19.03.2025	Completed
C686(2)	That a virement from 225/4525 £1,000 to 230/4400 be approved noting that there will be an overspend of staff training budget at year end.	TC	Mar-25	In progress
C686(3)	That a transfer of funds from EMR 335 - Amenity Spaces to 108/4228 be approved.	TC	Mar-25	In progress
C688(1)	That the Ledbury Community Day be awarded a grant of £300 in support of their annual event – Local Government Act 1972 s.145(1)(a).	TC	Mar-25	In progress

C688(2)	1. That the Ledbury Children’s Centre be awarded a grant of £500 to support the provision of “Fun for Families I the forest School” – Local Government Act (Miscellaneous Provisions Act 1976 s.19.	TC	Mar-25	Recipient notified -payment to be made	In progress
C6911(1)	That the Council continue with Council meetings and Resource meetings at three-week intervals for the remainder of the 2024/25 Municipal Year.	TC	2024/25 Municipal Year		Ongoing
C691(2)	That the Resources Meetings be scheduled for 6.00 pm on the same evening of Full Council meetings which will be held at 7.00 pm.	TC	2024/25 Municipal Year		Ongoing
C691(3)	That if the agenda for the Resources Committee is short, then that meeting should start at 6:30pm instead of 6:00pm.	TC	2024/25 Municipal Year		Ongoing
C691(4)	That a meeting of Councillors be arranged to consider preparation of information for the Annual Council Meeting.	TC	March/April 2025		In progress
C692	That an amended Schedule of Meetings be created as shown in minutes	TC	March/April 2025		Ongoing
C695	That the Council’s submission in respect of Planning Application no. 242783 agreed at their meeting on 13 February 2025 be amended by removing the txt highlighted in yellow in the report	TC	07.03.2025	Amended report sent to HC Planning Officers	Completed

C696(1)	That the Council reserve judgement on application 250373 until such time the traffic officer report is available	TC	On provision of traffic report	To be revisited on provision of traffic report	Awaiting report
C699	That the Clerk write back to the Wyvern Swim and Sun Club suggesting that as their group is based some way out of Ledbury the consider an alternative name.	TC	07.03.2025	Response sent	Completed
C702	That the Draft Staff Review Specification be approved and the Clerk be authorised to send this out to suitable companies requesting quotations to undertake the review.	TC	Mar-25	Specification sent to five companies - one has declined, three confirmed they will provide quotes by end of March	Completed
C703	That the Clerk write to Strömstad Twinning Association to advise them that the Council support their request to create a display of pictures and artifacts in the Market House.	TC	Mar-25	Twinning Association notified of outcome	Completed
C704	That the Clerk write back to Herefordshire Council to ask that consideration be given to new charging points at St Katherines and Bye Street Car Park.	TC	Mar-25	Response to be sent	In progress
C705(1)	That the Clerk request a timetable for when the works to Bye Street Toilets will be carried out.	TC	Mar-25	Response to be sent	In progress
C705(2)	That the Clerk request the provision of two panel access tools for St Katherine's Square.	TC	Mar-25	Response sent	Completed
C705(3)	That a request be made for signage at St Katherine's Square	TC	Mar-25	Response sent	Completed

705(4)	That the Estates Officers be advised that Ledbury Town Council do not wish to take on Church Lane toilets and that this be a matter to be addressed with Mr Walker on 19 March.	TC	Mar-25	Response to be sent	In progress
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**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 6 MARCH 2025**

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

ALSO PRESENT: Angela Price – Town Clerk

R149. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey. The Mayor also noted the resignation of former Councillor Newsham which subsequently affected the membership of the Resources Committee.

R150. DECLARATIONS OF INTEREST

None received.

R151. NOLAN PRINCIPLES

That the Nolan Principles be received and noted.

**R152. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 20
FEBRUARY 2025**

RESOLVED:

That the minutes of the Resources Committee be approved and signed as a correct record.

R153. DRAFT STAFF REVIEW SPECIFICATION

Members were asked to give consideration to a draft Staff Review Specification prior to submission to a meeting of Council for final approval.

RESOLVED:

1. That the Draft Staff Review Specification be submitted to the meeting of Council on 6 March 2025 for final approval subject to the following amendments:
 - i. That the bullet points be changed to numbers (i.e. 2.1, 2.2 etc.).
 - ii. 2.1 be amended to read “To describe the current ...”

- iii. 2.4 be amended to read “To report on the extent to which staff roles.....”
 - iv. 2.5 be removed, noting that this is entered in the Methodology section.
 - v. 3.3 be amended as follows:

“Elicit input from Councillors on organisational needs; service delivery expectations; strengths and opportunities.”
 - vi. 3.4 – the date of the Corporate plan to be added.
 - vii. 3.5 be amended as follows:

“Review administrative procedures and identify opportunities for improvement.”
 - viii. That 3.6 be removed note it is entered in the Methodology section.
 - ix. That 3.7 be amended as follows:

“Provide practical recommendations for improvements in staffing, service delivery, and efficiency; and suggest priority actions.”
 - x. 7.2 be amended to read “A bespoke methodology ...)
 - xi. That the wording in item 7 “Submission Requirements” be repeated in item 8 “Evaluation Criteria” to ensure consistency.
 - xii. That the last sentence of the final statement of be amended to read:

“Adjustments can be agreed to ensure alignment with specific requirements and priorities.”
2. That the amended document be submitted to the meeting of Council scheduled for 6 March 2025 for final approval.
 3. Following final approval on sending out the specification to relevant consultants they be given one month to provide their quotes for consideration.

R154. **DATE OF NEXT MEETING**

RESOLVED:

To note that the date of the next meeting is to be determined at the meeting of Council scheduled for 6 March 2025.

R155. **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 is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R156. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that no response had been received in respect of this matter, and that the Clerk had followed this up with on of those present at the meeting in an attempt to obtain a response.

The meeting ended at 6.33 pm.

Signed Date

FULL COUNCIL	27 MARCH 2025	REPORT IN SUPPORT OF AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

FINANCE OVERVIEW REPORT FOR THE 10 MONTHS ENDING 31 JANUARY 2025

This report provides a high-level summary of the 10 months balance sheet/trial balance and budget performance, the full analysis is contained within agenda item **, ** and **papers.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	682,400	682,400	-	100%
Income - Other	60,526	42,619	17,907	142%
Expenditure	631,642	725,019	93,377	87.1%

Note:

- Income as stated in the Detailed Income and Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt.
- Expenditure has been adjusted for the EMR transfers contained within the Detailed Income and Expenditure report, together with EMR transfers for professional services, website and ICT computers plus Office support & equipment.

Within expenditure annual payments for Christmas lights, insurance and Hereford CCTV, in comparison to the annual budget there is a £11,200 budget phasing consequence.

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

Cash balances at the end of January were £261,861.06, which includes the receipt of the second precept funds and the National Lottery Fund John Masefield award.

Recommendation

That the above information be received and noted in support of the Month 10 financial reports.

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
FPI	Banked: 02/01/2025	277.78						
FPI	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
2358	Banked: 06/01/2025	22.00						
2358	Le Delice	22.00			1090	301	22.00	Charter Market
2358	Banked: 06/01/2025	-22.00						
2358	Le Delice	-22.00			1090	301	-22.00	Charter Market
INT	Banked: 09/01/2025	281.63						
INT	Lloyds Bank	281.63			1870	220	281.63	Bank Interest
INT	Banked: 09/01/2025	20.53						
INT	Lloyds Bank	20.53			1870	220	20.53	Bank Interest
INT	Banked: 09/01/2025	-281.63						
INT	Lloyds Bank	-281.63			1870	220	-281.63	Bank Interest
22082	Banked: 10/01/2025	164.00						
22082	The Co-operative Group (CGP)	164.00			1130	102	164.00	Memorial
BGC	Banked: 17/01/2025	689.00						
BGC	The Co-operative Group (CGP)	689.00			1100	102	689.00	EROB & Interment
	Banked: 22/01/2025	50,000.00						
736 - 174	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Transfer 736 - 235
BACS	Banked: 23/01/2025	-137.50						
BACS	Markets	-137.50			1273	127	-137.50	Christmas Light swith on
FPI	Banked: 27/01/2025	50.00						
FPI	Britton V	50.00			1460	120	50.00	Wedding Deposit
2380	Banked: 27/01/2025	-50.00						
2380	V Britton	-50.00			1460	120	-50.00	Wedding Deposit
2379	Banked: 28/01/2025	175.00						
2379	Ledbury Funeral Services	175.00			1161	102	175.00	Chapel Visits
MEM	Banked: 28/01/2025	69.00						
MEM	Mr Williams	69.00			1130	102	69.00	Memorial
PAY	Banked: 28/01/2025	500.00						
PAY	Herefordshire Council	500.00			1021	230	500.00	Apprentice incentive
2379	Banked: 28/01/2025	-175.00						
2379	Ledbury Funeral Services	-175.00			1100	102	-175.00	Interment
MEM	Banked: 28/01/2025	-69.00						
MEM	Mr Williams	-69.00			1130	102	-69.00	Memorial
2373	Banked: 28/01/2025	-80.50						
2373	Kelly Dilly	-80.50			1090	301	-80.50	Charter Market
Subtotal Carried Forward:		51,433.31	0.00	0.00			51,433.31	

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	CGH Banked: 28/01/2025	-166.67						
CGH 2011	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
	2373 Banked: 30/01/2025	80.50						
2373	Kelly Dilley	80.50			1090	301	80.50	Charter Market
	21143 Banked: 30/01/2025	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	556138 Banked: 30/01/2025	80.00						
556138	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
	TAYN Banked: 31/01/2025	-80.00						
TAYN	Taynton Farm Sales	-80.00			1090	301	-80.00	Charter Market
	PAY Banked: 31/01/2025	-500.00						
PAY	Herefordshire Council	-500.00			4000	230	-500.00	Herefordshire Council
	BCARD Banked: 31/01/2025	361.50						
BCARD	Barclaycard	361.50			1460	120	100.00	Card payments
					1271	127	50.00	Card payments
					1034	301	1.00	Card payments
					1471	127	14.00	Card payments
					1131	102	32.50	Card payments
					1130	102	164.00	Card payments
	BGC Banked: 31/01/2025	500.00						
BGC	Herefordshire Council	500.00			1021	230	500.00	Apprentice incentive
Total Receipts:		51,875.31	0.00	0.00			51,875.31	

Premier A/c (736) Comm Call

Receipts received between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2358	Banked: 06/01/2025	22.00						
2358	Le Delice	22.00			1090	301	22.00	Charter Market
INT	Banked: 09/01/2025	281.63						
INT	Lloyds Bank	281.63			1870	220	281.63	Bank Interest
2380	Banked: 27/01/2025	50.00						
2380	V Britton	50.00			1460	120	50.00	Wedding Deposit
2379	Banked: 28/01/2025	175.00						
2379	Ledbury Funeral Services	175.00			1100	102	175.00	Interment
MEM	Banked: 28/01/2025	69.00						
MEM	Mr Williams	69.00			1130	102	69.00	Memorial
2373	Banked: 30/01/2025	80.50						
2373	Kelly Dilley	80.50			1090	301	80.50	Charter Market
MORT	Banked: 31/01/2025	166.67						
MORT	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
TAYN	Banked: 31/01/2025	80.00						
TAYN	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
Total Receipts:		924.80	0.00	0.00			924.80	

Public Sector Deposit Fund

Receipts received between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked: 31/01/2025	681.52						
INT	The Public Sector Deposit Fund	681.52			1870	220	681.52	Bank Interest
Total Receipts:		681.52	0.00	0.00			681.52	

Petty Cash

Receipts received between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22082	Banked: 17/01/2025	689.00						
22082	The Co-operative Group (CGP)	689.00			1100	102	689.00	EROB & Interment
	BGC Banked: 17/01/2025	500.00						
BGC	Herefordshire Council	500.00			1021	230	500.00	Apprentice incentive
22082	Banked: 17/01/2025	-689.00						
22082	The Co-operative Group (CGP)	-689.00			1100	102	-689.00	EROB & Interment
	BGC Banked: 17/01/2025	-500.00						
BGC	Herefordshire Council	-500.00			1021	230	-500.00	Apprentice incentive
Total Receipts:		0.00	0.00	0.00			0.00	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2025	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machin Rental
02/01/2025	Take Payments	DD	30.00		5.00	4433	220	25.00	Card Machine Renta
02/01/2025	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Website Support
03/01/2025	EE Limited	DD	14.23		2.37	4480	401	11.86	Mobile Phone
07/01/2025	Citation Limited	DD	276.03		46.00	4415	235	230.03	HR Compliance Services
08/01/2025	Welsh Water	DD	15.38			4115	202	15.38	5062237184
08/01/2025	Welsh Water	DD	24.47			4115	202	24.47	LTC Water
10/01/2025	Water Plus	DD	9.41			4115	202	9.41	LTC Water & Drainage
10/01/2025	Barclaycard	DD	10.00			4433	220	10.00	Card Machine
10/01/2025	Barclaycard	DD	15.76		0.96	4433	105	14.80	Card Machne PR
10/01/2025	Water Plus	DD	127.97			4115	202	127.97	LTC Water & Drainage
10/01/2025	Octopus Energy	DD	31.31		1.49	4122	102	29.82	Cemetery Electricity
10/01/2025	Water Plus	DD	-115.20			4115	220	-115.20	LTC Drainage
13/01/2025	Staff Salaries	1301225	259.35			4001	230	259.35	Payroll Mth 10
13/01/2025	Octopus Energy	DD	143.28		6.82	4122	202	136.46	LTC Electricity
14/01/2025	Citation Limited	DD	59.50		9.92	4415	235	49.58	HR Compliance Service
15/01/2025	Octopus Energy	DD	1,065.04		177.51	4122	202	887.53	LTC Electricity
16/01/2025	OMS UK Ltd	BACS	1,603.46		267.24	4907	109	1,336.22	Laptop and Equipment
16/01/2025	West Mercia Energy	DD	27.89		1.33	4800	214	26.56	Town Clock Electricity
17/01/2025	OMS UK Ltd	DD	971.59		161.93	4483	401	809.66	IT Support
20/01/2025	Francotyp Postalia	DD	36.00		6.00	4455	401	30.00	Postage
20/01/2025	E.on	DD	111.60		18.60	4122	201	93.00	Market House Electricity
23/01/2025	Printerbase	BACS	321.10		53.52	4400	235	267.58	Ink Cartridges
23/01/2025	Signworx	BACS	291.60		48.60	4170	102	243.00	Signage for Cemetery
23/01/2025	NPower	BACS	83.60		3.98	4276	118	79.62	Market Stall Electricity
23/01/2025	Worknest	BACS	618.00		103.00	4590	220	515.00	Professional Services
23/01/2025	JRB Enterprise Ltd	BACS	313.15		52.19	4271	127	260.96	Dog Bags
23/01/2025	HALC	BACS	300.00		50.00	4050	230	250.00	CILCA Training J Lawrence
23/01/2025	Councillor Chowns	BACS	92.15			4500	225	92.15	Travel Expenses
23/01/2025	Councillor Chowns	BACS	57.00			4500	225	57.00	Mayors Expenses
23/01/2025	Three Counties Bookshop	BACS	130.00			4607	127	130.00	Presents for local children
23/01/2025	Herefordshire Council	BACS	1,772.64		295.44	4546	301	1,477.20	CCM Warning Sign installation
23/01/2025	Coddington Christmas Trees	BACS	595.00			4607	127	595.00	28ft Nordman
Subtotal Carried Forward:			9,438.91	0.00	1,336.50			8,102.41	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/01/2025	Ledbury Community Association	BACS	219.22		7.34	4122	108	211.88	Electricity for CCTC at Rec
23/01/2025	Hoople LTD.	BACS	2,636.17		439.36	4590	220	2,196.81	Investigation
23/01/2025	Sentinel Security Systems	BACS	587.10		97.85	4175	110	489.25	Service Agreement CCTV
23/01/2025	Amazon	BACS	19.80		3.30	4051	230	16.50	Name Badges
23/01/2025	Clear Councils	BACS	3,464.06		577.34	4130	220	2,886.72	Insurance Renewal
24/01/2025	Pestforce	BACS	90.00		15.00	4170	102	75.00	Bait stations at Mortuary
24/01/2025	Staff Salaries	BACS	1,211.34			4000	102	1,211.34	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	3,015.27			4000	103	3,015.27	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	699.25			4000	105	699.25	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	3,143.91			4902	109	3,143.91	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	23,999.42			4000	230	23,999.42	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	19.84			4001	230	19.84	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	10.06			4000	230	10.06	Payroll Mth 10
25/01/2025	Quickskip Hereford Ltd	BACS	264.00		44.00	4225	102	220.00	Cemetery Skip
25/01/2025	Viking Raja	BACS	33.00		5.50	4400	235	27.50	Stationery
25/01/2025	Bliss Cleaning Services Ltd	BACS	379.20		63.20	4239	108	316.00	Bye Street Toilets
25/01/2025	LATUS Group	BACS	995.00			4590	220	995.00	Occupational Health
25/01/2025	Kim Lynch	BACS	82.95			4901	214	82.95	Frames Print
25/01/2025	Chubb Electronic Security	BACS	465.36		77.56	4185	202	387.80	Engineers Visit
27/01/2025	Herefordshire Council	DD	100.00			4110	102	100.00	Mortuary Rates
27/01/2025	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
27/01/2025	Herefordshire Council	DD	696.00			4110	202	696.00	LTC Rates
27/01/2025	Lloyds Bank	PAY	18.90			4550	220	18.90	Bank Charges
28/01/2025	ACAS	BACS	295.00			4050	230	295.00	Training Course
28/01/2025	G & P Group	BACS	18.60			4460	220	18.60	LedburyReporter
28/01/2025	Stephen C Large	BACS	1,416.00		236.00	4001	102	1,180.00	Stephen C Large
28/01/2025	Ledbury Hardware Limited	BACS	60.83		10.14	4170	202	39.99	LTC Maintenance
						4170	102	10.70	LTC Maintenance
28/01/2025	PJ Nicholls Ltd	BACS	26.13		4.36	4330	102	21.77	Fuels for Mowers
28/01/2025	Angela Price	BACS	103.50			4051	230	103.50	Mileage
28/01/2025	Amazon	BACS	14.97		2.49	4415	235	12.48	Phone case
28/01/2025	E.on	BACS	1,282.10		61.05	4122	202	1,221.05	LTC Electricity
28/01/2025	Angela Price	BACS	21.95		3.66	4400	235	18.29	2025 Diaries
28/01/2025	Monkleys	BACS	128.75		21.46	4607	127	107.29	Presents for local children
28/01/2025	Ledbury Leaf	BACS	20.00			4051	230	20.00	Welfare
28/01/2025	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	936.00	Contract Works
						4013	125	84.00	Contract Works
						4205	101	100.00	Contract Works

Subtotal Carried Forward:

56,756.33

0.00

3,006.11

53,598.14

Lloyds A/c (235) (Bus Ext)

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
28/01/2025	Water Plus	BACS	23.39			4115	102	23.39	Water & Drainage
28/01/2025	Water Plus	BACS	20.81			4115	102	20.81	Sewage charges
28/01/2025	Dragon Orchard	BACS	43.20		7.20	4901	214	36.00	Apple Juice Masefield Matters
28/01/2025	Signpost	BACS	474.00		79.00	4430	105	395.00	Magazine advertising
28/01/2025	Blandfords	BACS	619.44		103.24	4607	127	516.20	Presents for local children
28/01/2025	Amazon	BACS	23.99		4.00	4907	109	19.99	Apple power adaptor
28/01/2025	Mayors Fundraising City Worcs	BACS	140.00			4500	225	140.00	Charity Banquet
28/01/2025	Chubb Electronic Security	BACS	327.78		54.63	4185	202	273.15	Fire Alarm Service
28/01/2025	Jane Mee	BACS	86.30			4901	214	86.30	Train travel for MMMeeting
28/01/2025	Siemens	DD	274.72		45.79	4405	235	228.93	Photocopier Lease Rental
28/01/2025	Lloyds Bank	FPI	21.95			4550	220	21.95	Service Charges
31/01/2025	Thomson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
31/01/2025	Thompson & Co	DD	96.00		16.00	4590	220	80.00	Payroll
31/01/2025	Onecom Limited	DD	487.04		81.17	4481	401	405.87	Telephone Calls
Total Payments:			59,450.15	0.00	3,406.34			56,043.81	

Premier A/c (736) Comm Call

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/01/2025	Lloyds A/c (235) (Bus Ext)	736 - 174	50,000.00			200	50,000.00	Transfer 736 - 235
Total Payments:			50,000.00	0.00	0.00		50,000.00	

Petty Cash

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/01/2025	G & P Group	PCASH	1.10			4444	235	1.10	Milk for Coffee - meetings
02/01/2025	Blandfords	PCASH	5.15			4444	235	5.15	Sympathy Cards
10/01/2025	C Westbury	PCASH	25.00			4444	202	25.00	Keys for LTC doors
15/01/2025	The Works	PCASG	4.00			4444	235	4.00	Diary for DC
15/01/2025	Post Office Counters	PCASH	9.90			4444	401	9.90	Postage Stamps
27/01/2025	SPAR	PCASH	7.64		1.27	4444	235	6.37	Coffee for meeting
Total Payments:			52.79	0.00	1.27			51.52	

Time: 12:19

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/01/2025 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2025	Take Payments	DD	30.00	PZ15254702	Card Machin Rental
02/01/2025	Take Payments	DD	30.00	5254701	Card Machine Rental
02/01/2025	Advansys Ltd	DD	117.60	49940	Website Support
03/01/2025	EE Limited	DD	14.23	2349	Mobile Phone
07/01/2025	Citation Limited	DD	276.03	CT0063014	HR Compliance Services
08/01/2025	Welsh Water	DD	15.38	LTC Water	5062237184
08/01/2025	Welsh Water	DD	24.47	5062237999	LTC Water
10/01/2025	Water Plus	DD	9.41	7001425159	LTC Water & Drainage
10/01/2025	Barclaycard	DD	10.00	016436891224	Card Machine
10/01/2025	Barclaycard	DD	15.76	016436881224	Card Machne PR
10/01/2025	Water Plus	DD	127.97	05079278	LTC Water & Drainage
10/01/2025	Octopus Energy	DD	31.31	092647B-0044	Cemetery Electricity
10/01/2025	Water Plus	DD	-115.20	7001422092	LTC Drainage
13/01/2025	Staff Salaries	1301225	259.35	Salaries	Payroll Mth 10
13/01/2025	Octopus Energy	DD	143.28	30D6C022	LTC Electricity
14/01/2025	Citation Limited	DD	59.50	CT0063014	HR Compliance Service
15/01/2025	Octopus Energy	DD	1,065.04	62952-0017	LTC Electricity
16/01/2025	OMS UK Ltd	BACS	1,603.46	130264	Laptop and Equipment
16/01/2025	West Mercia Energy	DD	27.89	11597474	Town Clock Electricity
17/01/2025	OMS UK Ltd	DD	971.59	129883	IT Support
20/01/2025	Francotyp Postalia	DD	36.00	515275	Postage
20/01/2025	E.on	DD	111.60	A-1DBC1576	Market House Electricity
23/01/2025	Printerbase	BACS	321.10	765212	Ink Cartridges
23/01/2025	Signworx	BACS	291.60	7757	Signage for Cemetery
23/01/2025	NPower	BACS	83.60	12176785	Market Stall Electricity
23/01/2025	Worknest	BACS	618.00	076646	Professional Services
23/01/2025	JRB Enterprise Ltd	BACS	313.15	27836	Dog Bags
23/01/2025	HALC	BACS	300.00	H2342	CILCA Training J Lawrence
23/01/2025	Councillor Chowns	BACS	92.15	Expenses	Travel Expenses
23/01/2025	Councillor Chowns	BACS	57.00	Expenses	Mayors Expenses
23/01/2025	Three Counties Bookshop	BACS	130.00	Events	Presents for local children
23/01/2025	Herefordshire Council	BACS	1,772.64	916474749	CCM Warning Sign installation
23/01/2025	Coddington Christmas Trees	BACS	595.00	CCT24/12	28ft Nordman
23/01/2025	Ledbury Community Association	BACS	219.22	LTC/Q4/311224	Electricity for CCTC at Rec
23/01/2025	Hoople LTD.	BACS	2,636.17	66847093	Investigation
23/01/2025	Sentinel Security Systems	BACS	587.10	129553	Service Agreement CCTV
23/01/2025	Amazon	BACS	19.80	GB1088796555	Name Badges
23/01/2025	Clear Councils	BACS	3,464.06	LC03093	Insurance Renewal
24/01/2025	Pestforce	BACS	90.00	1297639-2	Bait stations at Mortuary
24/01/2025	Staff Salaries	BACS	1,211.34	Salaries	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	3,015.27	Salaries	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	699.25	Salaries	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	3,143.91	Salaries	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	23,999.42	Salaries	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	19.84	Salaries	Payroll Mth 10
24/01/2025	Staff Salaries	BACS	10.06	Salaries	Payroll Mth 10
25/01/2025	Quickskip Hereford Ltd	BACS	264.00	21974	Cemetery Skip

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/01/2025	Viking Raja	BACS	33.00	5292549	Stationery
25/01/2025	Bliss Cleaning Services Ltd	BACS	379.20	11366	Bye Street Toilets
25/01/2025	LATUS Group	BACS	995.00	468673	Occupational Health
25/01/2025	Kim Lynch	BACS	82.95	Masefield Matters	Frames Print
25/01/2025	Chubb Electronic Security	BACS	465.36	10785362	Engineers Visit
27/01/2025	Herefordshire Council	DD	100.00	8427557X	Mortuary Rates
27/01/2025	Herefordshire Council	DD	171.00	84275471	Cemetery Rates
27/01/2025	Herefordshire Council	DD	696.00	85237264	LTC Rates
27/01/2025	Lloyds Bank	PAY	18.90	446536744	Bank Charges
28/01/2025	ACAS	BACS	295.00	16/19810	Training Course
28/01/2025	G & P Group	BACS	18.60	000170	LedburyReporter
28/01/2025	Stephen C Large	BACS	1,416.00	003680	Stephen C Large
28/01/2025	Ledbury Hardware Limited	BACS	60.83	22	LTC Maintenance
28/01/2025	PJ Nicholls Ltd	BACS	26.13	202412000005	Fuels for Mowers
28/01/2025	Angela Price	BACS	103.50	Expenses	Mileage
28/01/2025	Amazon	BACS	14.97	GB5000A1Z7FC	Phone case
28/01/2025	E.on	BACS	1,282.10	KI-DA9D9877	LTC Electricity
28/01/2025	Angela Price	BACS	21.95	Re-imburse	2025 Diaries
28/01/2025	Monkleys	BACS	128.75	36	Presents for local children
28/01/2025	Ledbury Leaf	BACS	20.00	20241213	Welfare
28/01/2025	D M Property Maintenance	BACS	1,608.74		Contract Works
28/01/2025	Water Plus	BACS	23.39	07833230	Cemetery Water & Drainage
28/01/2025	Water Plus	BACS	20.81	Cemetery	Sewage charges
28/01/2025	Dragon Orchard	BACS	43.20	LTCAJ 250113	Apple Juice Masefield Matters
28/01/2025	Signpost	BACS	474.00	4060	Magazine advertising
28/01/2025	Blandfords	BACS	619.44	181224	Presents for local children
28/01/2025	Amazon	BACS	23.99	GB5EYLEAAEUI	Apple power adaptor
28/01/2025	Mayors Fundraising City Worcs	BACS	140.00	Allcott/001	Charity Banquet
28/01/2025	Chubb Electronic Security	BACS	327.78	10785263	Fire Alarm Service
28/01/2025	Jane Mee	BACS	86.30	Masefield Matters	Train travel for MMMeeting
28/01/2025	Siemens	DD	274.72	001/25/0123567	Photocopier Lease Rental
28/01/2025	Lloyds Bank	FPI	21.95	445393168	Service Charges
31/01/2025	Thomson & Co	DD	55.20	L19852	Payroll
31/01/2025	Thompson & Co	DD	96.00	RBMFN38	Payroll
31/01/2025	Onecom Limited	DD	487.04	7465875	Telephone Calls

Total Payments	59,450.15
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List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2025	Lloyds A/c (235) (Bus Ext)	736 - 174	50,000.00		Transfer 736 - 235
Total Payments			<u>50,000.00</u>		

Time: 12:20

Petty Cash

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	G & P Group	PCASH	1.10	Petty Cash	Milk for Coffee - meetings
02/01/2025	Blandfords	PCASH	5.15	Petty Cash	Sympathy Cards
10/01/2025	C Westbury	PCASH	25.00	Petty Cash	Keys for LTC doors
15/01/2025	The Works	PCASG	4.00	Petty Cash	Diary for DC
15/01/2025	Post Office Counters	PCASH	9.90	Petty Cash	Postage Stamps
27/01/2025	SPAR	PCASH	7.64	Petty Cash	Coffee for meeting
Total Payments			<u>52.79</u>		

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			14,005.97	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			8,753.18	
202	Premier A/c (736) Comm Call			261,861.06	
203	Public Sector Deposit Fund			169,604.23	
210	DNU Petty Cash				200.74
215	Petty Cash			38.21	
310	General Fund				79,263.05
324	EMR - Listed Buildings				107,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				38,015.00
336	EMR - Community Projects				15,701.35
1020	National Heritage Funding	109	Masefield Matters		111,110.00
1021	Apprentice Income	230	Management and Payroll		1,000.00
1030	Market House Income	201	Market House		1,140.00
1034	Tourist Information Centre	301	Planning/Economic Development		284.86
1036	Photocopier Printing	235	Office Facilities & Equipment		22.32
1090	Charter Market Income	301	Planning/Economic Development		5,910.10
1100	Cemetery Interment Income	102	Cemetery & Buildings		8,964.50
1105	Exclusive Right of Burial	102	Cemetery & Buildings		304.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,451.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		195.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,063.70
1161	Chapel Hire	102	Cemetery & Buildings		275.00
1270	Christmas Lights Event	115	Town Centre Decorations		15.00
1271	Event Sponsorship	127	Services and Events		469.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		3,405.65
1289	War Memorial Refund	118	Minor Infrastructure		2,777.80
1450	Painted Room Sales Income	105	Painted Room		2,330.10
1451	Painted Room Donations Income	105	Painted Room		5,066.93
1460	Ceremony Room Income	120	Non-Statutory Services		5,090.00
1470	Photocopies Income	235	Office Facilities & Equipment		15.80
1471	Dog Poop Bags	127	Services and Events		377.10
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		3,168.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		9,683.07
1900	Precept Income	220	Finance and General Purposes		682,400.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	37,450.83	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4000	Staff Salaries	103	Grounds Maintenance	26,853.29	
4000	Staff Salaries	105	Painted Room	23,686.20	
4000	Staff Salaries	230	Management and Payroll	236,748.68	
4001	Agency Cover	102	Cemetery & Buildings	8,055.00	
4001	Agency Cover	230	Management and Payroll	15,860.04	
4001	Agency Cover	235	Office Facilities & Equipment		0.40
4013	Devolved Services	125	Green Spaces Maintenance	632.64	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,584.00	
4015	P3 scheme	125	Green Spaces Maintenance	316.00	
4018	National Insurance	102	Cemetery & Buildings		0.47
4018	National Insurance	103	Grounds Maintenance	0.29	
4018	National Insurance	105	Painted Room	0.47	
4018	National Insurance	230	Management and Payroll	0.22	
4019	Pension	102	Cemetery & Buildings		1.43
4019	Pension	103	Grounds Maintenance		0.74
4019	Pension	105	Painted Room		0.02
4019	Pension	230	Management and Payroll	0.12	
4021	Rubbish Collection	101	Closed Churchyard	0.10	
4021	Rubbish Collection	202	Town Council Offices	353.16	
4050	Staff Training	230	Management and Payroll	5,751.67	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,845.97	
4110	Rates	102	Cemetery & Buildings	2,699.94	
4110	Rates	201	Market House	392.96	
4110	Rates	202	Town Council Offices	6,965.01	
4115	Water	102	Cemetery & Buildings	134.97	
4115	Water	202	Town Council Offices	777.40	
4115	Water	220	Finance and General Purposes		115.20
4116	Confidential Waste - Shredding	202	Town Council Offices	802.38	
4122	Electricity	102	Cemetery & Buildings	384.93	
4122	Electricity	108	Amenity Areas	945.63	
4122	Electricity	115	Town Centre Decorations	831.60	
4122	Electricity	201	Market House	355.72	
4122	Electricity	202	Town Council Offices	14,040.96	
4130	Insurance	220	Finance and General Purposes	22,336.28	
4150	Cleaning	202	Town Council Offices	2,685.75	
4155	Housekeeping	202	Town Council Offices	281.22	
4155	Housekeeping	235	Office Facilities & Equipment	19.07	
4170	Maintenance	102	Cemetery & Buildings	2,702.31	
4170	Maintenance	201	Market House	5,000.00	
4170	Maintenance	202	Town Council Offices	7,681.86	
4170	Maintenance	235	Office Facilities & Equipment	315.48	
4175	CCTV Maintenance	110	Recreation Ground	489.25	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4176	CCTV Link to Hereford	118	Minor Infrastructure	10,372.00	
4183	Memorial Board	102	Cemetery & Buildings	1,077.07	
4185	Alarms	202	Town Council Offices	4,270.68	
4200	New Equipment	102	Cemetery & Buildings	70.05	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	565.00	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	400.00	
4205	Grounds Maintenance (Contract)	105	Painted Room	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,357.62	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	8,867.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,078.33	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	246.20	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	65.96	
4225	Skip Hire	102	Cemetery & Buildings	1,540.00	
4227	Memorial Testing	102	Cemetery & Buildings	3,119.22	
4228	General Tree works	108	Amenity Areas	1,670.00	
4233	Gazebos	118	Minor Infrastructure	493.33	
4236	Play Equipment Maintenance	110	Recreation Ground	852.08	
4239	Bye St Toilets	108	Amenity Areas	316.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	418.00	
4271	Dog Bags	127	Services and Events	461.48	
4276	External power supply -High St	118	Minor Infrastructure	789.32	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	
4300	Vehicle Repair	102	Cemetery & Buildings	577.39	
4330	Fuel	102	Cemetery & Buildings	1,123.10	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,066.11	
4400	Stationery	235	Office Facilities & Equipment	4,321.28	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,752.63	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,140.98	
4415	Office Support & Equipment	102	Cemetery & Buildings	0.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,428.52	
4416	Equipment Maintenance	102	Cemetery & Buildings	733.72	
4416	Equipment Maintenance	202	Town Council Offices	82.73	
4429	UKSPF Funding	105	Painted Room	136.25	
4430	Advertising	105	Painted Room	535.00	
4430	Advertising	120	Non-Statutory Services	141.70	
4430	Advertising	220	Finance and General Purposes	809.24	
4432	Phone Box	302	Special Projects	49.98	
4433	Card Machine rental	102	Cemetery & Buildings	25.00	
4433	Card Machine rental	105	Painted Room	360.15	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4433	Card Machine rental	220	Finance and General Purposes	325.00	
4434	Music Licence	105	Painted Room	166.71	
4444	Petty Cash	127	Services and Events	7.96	
4444	Petty Cash	202	Town Council Offices	36.21	
4444	Petty Cash	210	Civic Matters	58.45	
4444	Petty Cash	230	Management and Payroll	5.00	
4444	Petty Cash	235	Office Facilities & Equipment	429.95	
4444	Petty Cash	401	Full Council	42.96	
4455	Postage	401	Full Council	481.75	
4460	Subscriptions	220	Finance and General Purposes	2,944.53	
4480	ICT-Computers	401	Full Council	2,208.56	
4481	Telephones	401	Full Council	5,564.88	
4482	Website	401	Full Council	3,872.00	
4483	ICT Services & Software Lease	220	Finance and General Purposes	25.00	
4483	ICT Services & Software Lease	401	Full Council	8,088.90	
4500	Town Mayors Expenses	225	Councillors/Newsletter	879.76	
4501	Mayor's Hospitality	210	Civic Matters	82.47	
4502	Mayor's Advertising	225	Councillors/Newsletter	786.49	
4520	Councillors Expenses	225	Councillors/Newsletter	38.36	
4525	Councillors Training	225	Councillors/Newsletter	43.37	
4529	Civic Insignia	210	Civic Matters	145.00	
4531	Roll of Honour	210	Civic Matters	15.00	
4532	Flag Pole	210	Civic Matters	15.17	
4535	Civic Hospitality	210	Civic Matters	149.30	
4546	Traffic Management	301	Planning/Economic Development	4,725.87	
4549	Charter Market improvements	301	Planning/Economic Development	315.32	
4550	Bank Charges	220	Finance and General Purposes	410.92	
4550	Bank Charges	225	Councillors/Newsletter	66.06	
4553	Tourist Information Centre	301	Planning/Economic Development	192.50	
4579	Audit Internal	220	Finance and General Purposes	375.25	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	16,697.29	
4592	PPE/Health & Safety	102	Cemetery & Buildings	89.27	
4592	PPE/Health & Safety	220	Finance and General Purposes	17.49	
4595	Climate Change	127	Services and Events	425.94	
4600	Town Crier/Fees & Subs	127	Services and Events	346.80	
4607	Events	127	Services and Events	10,047.54	
4640	Christmas Lights & Install	115	Town Centre Decorations	15,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,503.52	
4700	Stock Purchase	105	Painted Room	1,017.35	
4704	Tourism/ Town Plan Projects	107	Town Promotion	141.72	
4705	Signage	107	Town Promotion	115.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4800	Barrett Browning Clock	214	Grants with Powers	754.52	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4809	John Masefield Mem Project	214	Grants with Powers	36.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4850	Poppy Wreath	127	Services and Events	52.50	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		563.96
4890	Unspecified Grants	214	Grants with Powers	16,760.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	5,381.75	
4902	New Staff	109	Masefield Matters	3,143.91	
4907	Equipment and Materials	109	Masefield Matters	1,356.21	
6000	Transfers from EMR	102	Cemetery & Buildings		2,490.00
6000	Transfers from EMR	127	Services and Events		350.00
6000	Transfers from EMR	201	Market House		5,000.00
6000	Transfers from EMR	202	Town Council Offices		822.50
6000	Transfers from EMR	301	Planning/Economic Development		3,248.67
6000	Transfers from EMR	302	Special Projects		49.98
Trial Balance Totals :				1,112,715.21	1,112,715.21
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
120	Vat Due	14,006
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	8,753
202	Premier A/c (736) Comm Call	261,861
203	Public Sector Deposit Fund	169,604
210	DNU Petty Cash	(201)
215	Petty Cash	38
	Total Current Assets	455,790
	<u>Represented by :-</u>	
300	Current Year Fund	197,993
310	General Fund	91,224
324	EMR - Listed Buildings	107,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	38,015
336	EMR - Community Projects	15,701
	Total Equity	455,790

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
4021 Rubbish Collection	0	0	0	(0)		(0)	0.0%	
4205 Grounds Maintenance (Contract)	100	400	1,500	1,100		1,100	26.7%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	246	250	4		4	98.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	100	646	4,750	4,104	0	4,104	13.6%	0
Net Expenditure	(100)	(646)	(4,750)	(4,104)				
<u>102 Cemetery & Buildings</u>								
1100 Cemetery Interment Income	689	8,965	11,000	2,036			81.5%	
1105 Exclusive Right of Burial	0	304	0	(304)			0.0%	
1130 Cemetery Memorial Permit Incom	397	1,452	2,500	1,049			58.1%	
1131 Cemetery Deed Transfers Income	33	195	360	165			54.2%	
1160 Mortuary Rent Income	167	2,064	2,500	436			82.5%	
1161 Chapel Hire	175	275	150	(125)			183.3%	
Cemetery & Buildings :- Income	1,460	13,254	16,510	3,256			80.3%	0
4000 Staff Salaries	1,211	37,451	40,980	3,529		3,529	91.4%	
4001 Agency Cover	1,180	8,055	2,000	(6,055)		(6,055)	402.8%	
4018 National Insurance	0	(0)	0	0		0	0.0%	
4019 Pension	0	(1)	0	1		1	0.0%	
4110 Rates	271	2,700	3,169	469		469	85.2%	
4115 Water	44	135	100	(35)		(35)	135.0%	
4122 Electricity	30	385	1,000	615		615	38.5%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	329	2,702	2,100	(602)		(602)	128.7%	1,495
4181 CCTV Maintenance Contract	0	0	95	95		95	0.0%	
4183 Memorial Board	0	1,077	1,000	(77)		(77)	107.7%	
4200 New Equipment	0	70	1,100	1,030		1,030	6.4%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	3,078	2,200	(878)		(878)	139.9%	995
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	220	1,540	1,760	220		220	87.5%	
4227 Memorial Testing	0	3,119	1,000	(2,119)		(2,119)	311.9%	
4250 Tree Works/Property Maintenanc	0	418	1,000	582		582	41.8%	
4300 Vehicle Repair	0	577	1,000	423		423	57.7%	
4330 Fuel	22	1,123	1,000	(123)		(123)	112.3%	
4340 Insurance, Tax & MOT	0	1,066	1,000	(66)		(66)	106.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Office Support & Equipment	0	0	0	(0)		(0)	0.0%	
4416 Equipment Maintenance	0	734	2,000	1,266		1,266	36.7%	
4433 Card Machine rental	0	25	0	(25)		(25)	0.0%	
4592 PPE/Health & Safety	0	89	500	411		411	17.9%	
4594 Cemetery Mapping	0	0	375	375		375	0.0%	
Cemetery & Buildings :- Indirect Expenditure	3,307	64,344	66,129	1,785	0	1,785	97.3%	2,490
Net Income over Expenditure	(1,847)	(51,090)	(49,619)	1,471				
6000 plus Transfers from EMR	0	2,490	0	(2,490)				
Movement to/(from) Gen Reserve	(1,847)	(48,600)	(49,619)	(1,019)				
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	3,015	26,853	32,030	5,177		5,177	83.8%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	(1)	0	1		1	0.0%	
Grounds Maintenance :- Indirect Expenditure	3,015	26,853	32,030	5,177	0	5,177	83.8%	0
Net Expenditure	(3,015)	(26,853)	(32,030)	(5,177)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	0	2,330	1,000	(1,330)			233.0%	
1451 Painted Room Donations Income	0	5,067	3,000	(2,067)			168.9%	
Painted Room :- Income	0	7,397	4,000	(3,397)			184.9%	0
4000 Staff Salaries	699	23,686	8,500	(15,186)		(15,186)	278.7%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	(0)	0	0		0	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4205 Grounds Maintenance (Contract)	0	337	0	(337)		(337)	0.0%	
4429 UKSPF Funding	0	136	0	(136)		(136)	0.0%	
4430 Advertising	395	535	800	265		265	66.9%	
4433 Card Machine rental	40	360	600	240		240	60.0%	
4434 Music Licence	0	167	500	333		333	33.3%	
4700 Stock Purchase	0	1,017	550	(467)		(467)	185.0%	
Painted Room :- Indirect Expenditure	1,134	26,239	12,050	(14,189)	0	(14,189)	217.7%	0
Net Income over Expenditure	(1,134)	(18,842)	(8,050)	10,792				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	142	5,000	4,858		4,858	2.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Signage	0	115	3,000	2,885		2,885	3.8%	
Town Promotion :- Indirect Expenditure	0	257	11,000	10,743	0	10,743	2.3%	0
Net Expenditure	0	(257)	(11,000)	(10,743)				
<u>108 Amenity Areas</u>								
4122 Electricity	212	946	1,200	254		254	78.8%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	565	1,000	435		435	56.5%	
4205 Grounds Maintenance (Contract)	337	2,358	4,540	2,182		2,182	51.9%	
4208 Dog Hill Wood Maintenance	0	337	0	(337)		(337)	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	1,670	2,000	330		330	83.5%	
4239 Bye St Toilets	316	316	0	(316)		(316)	0.0%	
4252 General Park Maintenance	0	0	1,000	1,000		1,000	0.0%	
Amenity Areas :- Indirect Expenditure	865	6,191	10,940	4,749	0	4,749	56.6%	0
Net Expenditure	(865)	(6,191)	(10,940)	(4,749)				
<u>109 Masefield Matters</u>								
1020 National Heritage Funding	0	111,110	0	(111,110)			0.0%	
Masefield Matters :- Income	0	111,110	0	(111,110)				0
4902 New Staff	3,144	3,144	0	(3,144)		(3,144)	0.0%	
4907 Equipment and Materials	1,356	1,356	0	(1,356)		(1,356)	0.0%	
Masefield Matters :- Indirect Expenditure	4,500	4,500	0	(4,500)	0	(4,500)		0
Net Income over Expenditure	(4,500)	106,610	0	(106,610)				
<u>110 Recreation Ground</u>								
4175 CCTV Maintenance	489	489	0	(489)		(489)	0.0%	
4205 Grounds Maintenance (Contract)	936	8,867	9,354	487		487	94.8%	
4206 Grounds Maintenance	0	(0)	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	0	66	1,000	934		934	6.6%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	75	75		75	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	852	5,000	4,148		4,148	17.0%	
4237 Skate Park Maintenance	0	0	1,500	1,500		1,500	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	1,525	10,274	28,429	18,155	0	18,155	36.1%	0
Net Expenditure	(1,525)	(10,274)	(28,429)	(18,155)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Town Centre Decorations</u>								
1270 Christmas Lights Event	0	15	1,000	985			1.5%	
Town Centre Decorations :- Income	0	15	1,000	985			1.5%	0
4122 Electricity	0	832	0	(832)		(832)	0.0%	
4640 Christmas Lights & Install	0	15,000	15,000	0		0	100.0%	
4650 Ledbury In Bloom	0	3,504	4,000	496		496	87.6%	
Town Centre Decorations :- Indirect Expenditure	0	19,335	19,000	(335)	0	(335)	101.8%	0
Net Income over Expenditure	0	(19,320)	(18,000)	1,320				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	2,778	3,333	555			83.3%	
Minor Infrastructure :- Income	278	2,778	3,333	555			83.3%	0
4176 CCTV Link to Hereford	0	10,372	11,275	903		903	92.0%	
4218 War Memorial Cleaning	0	0	1,000	1,000		1,000	0.0%	
4233 Gazebos	0	493	0	(493)		(493)	0.0%	
4276 External power supply -High St	80	789	120	(669)		(669)	657.8%	
4280 Station Telephone Kiosk	0	0	500	500		500	0.0%	
4285 Defibrillator Maintenance	0	339	350	11		11	96.9%	
Minor Infrastructure :- Indirect Expenditure	80	11,994	13,245	1,251	0	1,251	90.6%	0
Net Income over Expenditure	198	(9,216)	(9,912)	(696)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	150	5,090	2,200	(2,890)			231.4%	
Non-Statutory Services :- Income	150	5,090	2,200	(2,890)			231.4%	0
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	142	500	358		358	28.3%	
Non-Statutory Services :- Indirect Expenditure	0	142	1,000	858	0	858	14.2%	0
Net Income over Expenditure	150	4,948	1,200	(3,748)				
<u>125 Green Spaces Maintenance</u>								
1710 Lengthsman (basic) Income	0	3,168	0	(3,168)			0.0%	
Green Spaces Maintenance :- Income	0	3,168	0	(3,168)				0
4013 Devolved Services	136	633	1,000	367		367	63.3%	
4014 Lengthsman Scheme/P3 Scheme	0	1,584	3,000	1,416		1,416	52.8%	
4015 P3 scheme	0	316	0	(316)		(316)	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	136	2,533	4,000	1,467	0	1,467	63.3%	0
Net Income over Expenditure	(136)	635	(4,000)	(4,635)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>127 Services and Events</u>								
1271 Event Sponsorship	50	469	0	(469)			0.0%	
1272 Climate Change Income	0	65	0	(65)			0.0%	
1273 Event Income	(138)	3,406	0	(3,406)			0.0%	
1471 Dog Poop Bags	14	377	500	123			75.4%	
Services and Events :- Income	(74)	4,317	500	(3,817)			863.4%	0
4271 Dog Bags	261	461	700	239	239		65.9%	
4444 Petty Cash	0	8	0	(8)	(8)		0.0%	
4595 Climate Change	0	426	2,000	1,574	1,574		21.3%	
4600 Town Crier/Fees & Subs	0	347	500	153	153		69.4%	
4601 Town Crier/Uniforms	0	0	500	500	500		0.0%	
4605 Events Barriers	0	0	100	100	100		0.0%	
4607 Events	1,348	10,048	8,000	(2,048)	(2,048)		125.6%	350
4850 Poppy Wreath	0	53	20	(33)	(33)		262.5%	
Services and Events :- Indirect Expenditure	1,609	11,342	11,820	478	0	478	96.0%	350
Net Income over Expenditure	(1,683)	(7,025)	(11,320)	(4,295)				
6000 plus Transfers from EMR	0	350	0	(350)				
Movement to/(from) Gen Reserve	(1,683)	(6,675)	(11,320)	(4,645)				
<u>201 Market House</u>								
1030 Market House Income	0	1,140	1,100	(40)			103.6%	
Market House :- Income	0	1,140	1,100	(40)			103.6%	0
4110 Rates	0	393	1,760	1,367	1,367		22.3%	
4115 Water	0	0	100	100	100		0.0%	
4122 Electricity	93	356	1,600	1,244	1,244		22.2%	
4150 Cleaning	0	0	100	100	100		0.0%	
4170 Maintenance	0	5,000	5,000	0	0		100.0%	5,000
Market House :- Indirect Expenditure	93	5,749	8,560	2,811	0	2,811	67.2%	5,000
Net Income over Expenditure	(93)	(4,609)	(7,460)	(2,851)				
6000 plus Transfers from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	(93)	391	(7,460)	(7,851)				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	0	353	1,000	647	647		35.3%	
4110 Rates	696	6,965	7,277	312	312		95.7%	
4115 Water	177	777	590	(187)	(187)		131.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4116 Confidential Waste - Shredding	0	802	780	(22)		(22)	102.9%	
4122 Electricity	2,245	14,041	10,000	(4,041)		(4,041)	140.4%	
4150 Cleaning	0	2,686	2,500	(186)		(186)	107.4%	
4155 Housekeeping	0	281	500	219		219	56.2%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	40	7,682	3,300	(4,382)		(4,382)	232.8%	823
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	661	4,271	4,620	349		349	92.4%	
4416 Equipment Maintenance	0	83	0	(83)		(83)	0.0%	
4444 Petty Cash	25	36	0	(36)		(36)	0.0%	
Town Council Offices :- Indirect Expenditure	3,844	37,977	33,067	(4,910)	0	(4,910)	114.8%	823
Net Expenditure	(3,844)	(37,977)	(33,067)	4,910				
6000 plus Transfers from EMR	0	823	0	(823)				
Movement to/(from) Gen Reserve	(3,844)	(37,155)	(33,067)	4,088				
210 Civic Matters								
4444 Petty Cash	0	58	0	(58)		(58)	0.0%	
4501 Mayor's Hospitality	0	82	1,100	1,018		1,018	7.5%	
4529 Civic Insignia	0	145	400	255		255	36.3%	
4531 Roll of Honour	0	15	50	35		35	30.0%	
4532 Flag Pole	0	15	132	117		117	11.5%	
4535 Civic Hospitality	0	149	1,100	951		951	13.6%	
Civic Matters :- Indirect Expenditure	0	465	2,782	2,317	0	2,317	16.7%	0
Net Expenditure	0	(465)	(2,782)	(2,317)				
214 Grants with Powers								
1718 October Fair Donation Income	0	2,250	2,250	0			100.0%	
1724 Shop Front Contribution	0	4,068	0	(4,068)			0.0%	
Grants with Powers :- Income	0	6,318	2,250	(4,068)			280.8%	0
4800 Barrett Browning Clock	27	755	500	(255)		(255)	150.9%	
4805 Citizens Advice Worcs	0	5,000	0	(5,000)		(5,000)	0.0%	
4809 John Masefield Mem Project	0	36	0	(36)		(36)	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	55	250	195		195	21.9%	
4876 October Fair Expenditure	0	(564)	500	1,064		1,064	(112.8%)	
4890 Unspecified Grants	0	16,760	20,000	3,240		3,240	83.8%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	6,500	2,500	(4,000)		(4,000)	260.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
4896 Winter of Well Being	0	1,500	0	(1,500)		(1,500)	0.0%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	0	3,500	3,500		3,500	0.0%	
4900 Buses 4 Us	0	16,000	16,000	0		0	100.0%	
4901 John Masefield Memorial Projec	205	5,382	10,850	5,468		5,468	49.6%	
Grants with Powers :- Indirect Expenditure	232	80,714	83,390	2,676	0	2,676	96.8%	0
Net Income over Expenditure	(232)	(74,395)	(81,140)	(6,745)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	984	9,683	6,000	(3,683)			161.4%	
1900 Precept Income	0	682,400	682,400	0			100.0%	
1902 Western Power WayLeave	0	126	126	0			100.0%	
Finance and General Purposes :- Income	984	692,209	688,526	(3,683)			100.5%	0
4115 Water	(115)	(115)	0	115		115	0.0%	
4130 Insurance	2,887	22,336	19,000	(3,336)		(3,336)	117.6%	
4430 Advertising	0	809	1,000	191		191	80.9%	
4433 Card Machine rental	35	325	600	275		275	54.2%	
4460 Subscriptions	19	2,945	5,000	2,055		2,055	58.9%	
4483 ICT Services & Software Lease	0	25	0	(25)		(25)	0.0%	
4550 Bank Charges	41	411	500	89		89	82.2%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	375	2,500	2,125		2,125	15.0%	
4580 Audit External	0	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	3,833	16,697	10,000	(6,697)		(6,697)	167.0%	
4592 PPE/Health & Safety	0	17	500	483		483	3.5%	
Finance and General Purposes :- Indirect Expenditure	6,699	45,506	42,600	(2,906)	0	(2,906)	106.8%	0
Net Income over Expenditure	(5,715)	646,703	645,926	(777)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	289	880	1,000	120		120	88.0%	
4502 Mayor's Advertising	0	786	500	(286)		(286)	157.3%	
4520 Councillors Expenses	0	38	500	462		462	7.7%	
4525 Councillors Training	0	43	1,500	1,457		1,457	2.9%	
4540 Election Expenses	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	
4550 Bank Charges	0	66	0	(66)		(66)	0.0%	
Councillors/Newsletter :- Indirect Expenditure	289	1,814	5,500	3,686	0	3,686	33.0%	0
Net Expenditure	(289)	(1,814)	(5,500)	(3,686)				
<u>230 Management and Payroll</u>								
1021 Apprentice Income	1,000	1,000	0	(1,000)			0.0%	
Management and Payroll :- Income	1,000	1,000	0	(1,000)				0
4000 Staff Salaries	24,509	236,749	283,447	46,698		46,698	83.5%	
4001 Agency Cover	447	15,860	8,000	(7,860)		(7,860)	198.3%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
4050 Staff Training	545	5,752	4,000	(1,752)		(1,752)	143.8%	
4051 Officers Travel/Conference/Sub	140	1,846	1,500	(346)		(346)	123.1%	
4444 Petty Cash	0	5	0	(5)		(5)	0.0%	
Management and Payroll :- Indirect Expenditure	25,642	260,212	296,947	36,735	0	36,735	87.6%	0
Net Income over Expenditure	(24,642)	(259,212)	(296,947)	(37,735)				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	0	22	0	(22)			0.0%	
1470 Photocopies Income	0	16	0	(16)			0.0%	
Office Facilities & Equipment :- Income	0	38	0	(38)				0
4001 Agency Cover	0	(0)	0	0		0	0.0%	
4155 Housekeeping	0	19	0	(19)		(19)	0.0%	
4170 Maintenance	0	315	1,650	1,335		1,335	19.1%	
4400 Stationery	313	4,321	3,800	(521)		(521)	113.7%	
4405 Photocopier Hire	229	1,753	3,280	1,527		1,527	53.4%	
4410 Photocopier Costs	0	2,141	0	(2,141)		(2,141)	0.0%	
4415 Office Support & Equipment	292	4,429	2,500	(1,929)		(1,929)	177.1%	
4444 Petty Cash	17	430	0	(430)		(430)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	851	13,408	11,230	(2,178)	0	(2,178)	119.4%	0
Net Income over Expenditure	(851)	(13,369)	(11,230)	2,139				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	1	285	100	(185)			284.9%	
1090 Charter Market Income	183	5,910	5,500	(410)			107.5%	
1471 Dog Poop Bags	0	7	0	(7)			0.0%	
Planning/Economic Development :- Income	184	6,202	5,600	(602)			110.7%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4543 Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
4546 Traffic Management	1,477	4,726	2,000	(2,726)		(2,726)	236.3%	3,249
4549 Charter Market improvements	0	315	2,000	1,685		1,685	15.8%	
4553 Tourist Information Centre	0	193	1,000	808		808	19.3%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	1,477	5,234	11,500	6,266	0	6,266	45.5%	3,249
Net Income over Expenditure	(1,294)	968	(5,900)	(6,868)				
6000 plus Transfers from EMR	0	3,249	0	(3,249)				
Movement to/(from) Gen Reserve	(1,294)	4,217	(5,900)	(10,117)				
<u>302 Special Projects</u>								
4432 Phone Box	0	50	0	(50)		(50)	0.0%	50
Special Projects :- Indirect Expenditure	0	50	0	(50)	0	(50)		50
Net Expenditure	0	(50)	0	50				
6000 plus Transfers from EMR	0	50	0	(50)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>401 Full Council</u>								
4400 Stationery	0	7	0	(7)		(7)	0.0%	
4444 Petty Cash	10	43	0	(43)		(43)	0.0%	
4455 Postage	30	482	300	(182)		(182)	160.6%	
4480 ICT-Computers	12	2,209	1,000	(1,209)		(1,209)	220.9%	
4481 Telephones	406	5,565	5,400	(165)		(165)	103.1%	
4482 Website	98	3,872	3,000	(872)		(872)	129.1%	
4483 ICT Services & Software Lease	810	8,089	5,350	(2,739)		(2,739)	151.2%	
Full Council :- Indirect Expenditure	1,365	20,266	15,050	(5,216)	0	(5,216)	134.7%	0
Net Expenditure	(1,365)	(20,266)	(15,050)	5,216				
Grand Totals:- Income	3,982	854,036	725,019	(129,017)			117.8%	
Expenditure	56,763	656,043	725,019	68,976	0	68,976	90.5%	
Net Income over Expenditure	(52,782)	197,993	0	(197,993)				
plus Transfers from EMR	0	11,961	0	(11,961)				
Movement to/(from) Gen Reserve	(52,782)	209,954	0	(209,954)				

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Jess Locke
Position:	Club Representative
Organisation:	Ledbury Swifts FC
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): Football Club
Charity/Company No. (if applicable)	
What does your organisation do?	Football Club for children ages 5 to 17

¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:

https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

	<p>longstanding tradition when they play with their Swedish counterparts. They are promoting our club and the wellbeing that comes of being part of a team and club that are an important part of our local community.</p>
<p>How will your organisation acknowledge the Town Council's funding support?</p>	<p>We will include any logos on our promotional literature and Facebook page. We will also be creating a banner which we will take with us and use in any photo opportunities etc.</p>

3. Tell us how you plan to fund your project

What is the total cost of the project?	£8000 approx
Amount requested from Ledbury Town Council.	£500
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	£500 in 2024 for last years Sweden trip

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	Enclosed	
Copies of any letters of support for your project		

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	JLocke
Name (s):	Jessica Locke
Date:	16-03-2025

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

FULL COUNCIL	27 MARCH 2025	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

GRANTS FEEDBACK – CITIZENS ADVICE LEDBURY

Purpose of Report

The purpose of this report is to provide Members with feedback from Citizens Advice Ledbury in response to a request from Ledbury Town Council.

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

Members will recall that at a recent meeting of Council Citizens Advice Ledbury provided some feedback on how the grant has been spent over past years. at that meeting Members made a further request for clarification on how the service in Ledbury is being delivered and whether there is an option available for CAB staff to do home visits where individuals experience travel or financial difficulties. Their response to this further request is below:

“In respect of your second point about home visits, I am afraid that this is not something that is standard policy due to the restricted amount of resources that we have available to us. If this is something that causes an issue for Ledbury residents in accessing our services we could have further discussion with the Town Council about ways of mitigating against this.”

We have, in the past offered a drop-in service at St Katherine's Hall but due to low numbers this was not cost effective and the arrangement we have at Ledbury foodbank is much more widely used. We have a limited number of resources and are reliant on volunteers to deliver much of our advice services beyond the foodbank service delivery and I have to consider their safety as a priority so home visits are not something we currently offer.

If this situation changes in the future, I will of course be happy to have further discussions or if there are particular examples where this would be deemed necessary, please do let us know and we can assess on a case-by-case basis, taking into account any perceived risks to our staff and volunteers.”

Recommendation

Members are requested to receive and note the response from Citizens Advice Ledbury and consider whether they wish to provide a response to this.

FULL COUNCIL	27 MARCH 2025	AGENDA ITEM: 15A
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Report prepared by Julia Lawrence – Deputy Town Clerk

CEMETERY FEES AND CHARGES 2025/26 AND CONSIDERATION OF SKIP HIRE

Purpose of Report

The purpose of this report is to ask Members to consider an increase to the Cemetery fees and charges in the 2025/26 financial year.

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

The attached schedule (Appendix A) shows the current 2024/25 fees and charges for the Cemetery.

Members are asked to consider whether they wish to increase these charges. The attached schedule provides information in relation to a 2% and 5% increase on the current fees and charges.

Members are also asked to note that currently when a burial takes place surplus soil from grave excavations is left in a pile at the far end of the Cemetery as shown below. Some of the soil has been used to top up graves but this is not ideal as it tends to be more of a clay substance as opposed to a refined top soil. As a means to tidy up the far end of the Cemetery, contractors have been asked to quote to grade out the soil to



level the ground at a cost of £1,240 but this will not be progressed until the new financial year.

Once this space has been tidied, consideration needs to be given to what happens to any new surplus soil. Officers have spoken with the current grave digger who has confirmed that he does not have the facility/waste licence to remove soil from site. What is common practice is

for Cemeteries to have a skip with a door whereby any surplus soil can be wheelbarrowed into the skip and deposited.

Ledbury Town Council currently has a 4 cubic yard skip that is located within the fenced off space. This is used for all general waste (i.e. hedge and shrub cuttings) from within the Cemetery including rubbish from the waste bins. The Council could consider having a 6 cubic yard skip with a door, whereby any surplus soil can be wheelbarrowed into the skip with ease. It is proposed that this skip would replace the 4 cubic yard skip.

Currently the 4 cubic yard skip costs £220 + VAT, which will increase to £225 + VAT with effect from 1 April 2025. The 6 cubic yard skip will cost £290 + VAT from 1 April 2025.

The 6 cubic yard skip is 6'3" wide x 9'8" long, whereas the 4 cubic yard skip is 5'2" wide x 8'3" long. Having measured the width of each bay in the fenced off space, which are both 8', there will be just enough space to accommodate the larger skip if required.

Members may wish to consider including an additional cost to the burial costs to allow for extra soil being deposited in the skip, since the skips may need to be changed more regularly, subject to the frequency of burials. From a health and safety perspective, there is also the matter of getting the soil over the side of a 4 cubic yard skip if there is no door. The grave digger has advised that on average between 8 and 10 burials will fill a 4 cubic yard skip and it may be prudent to allow for an extra £25 per burial to cover this cost.

Recommendations

1. That Members are requested to agree to increase the fees and charges and whether they be increased by 2% or 5% respectively, or an alternative amount.
2. That Members consider the additional charge of £25 to allow for the disposal of surplus soil from burials, irrespective of the size of the skip.
3. That Members consider hiring a 6 cubic yard skip, at a cost of £290 + VAT or continue with the 4 cubic yard skip at a cost of £225 + VAT, with effect from 1 April 2025.

LEDBURY TOWN COUNCIL – CEMETERY FEES AND CHARGES

	2024/25 – Current Rate	Uplift by 2%	Uplift by 5%
EXCLUSIVE RIGHT OF BURIAL (To include fee of £45 for cemetery improvement fund)			
Residents of Ledbury			
Exclusive Right of Burial exceeding 18-years	£500.00	£510.00	£525.00
Exclusive Right of Burial of a child not exceeding 18-years	£0.00	£0.00	£0.00
Exclusive Right of Burial in Garden of Remembrance	£200.00	£204.00	£210.00
Non-Residents			
Exclusive Right of Burial exceeding 18-years	£875.00	£892.50	£918.75
Exclusive Right of Burial of a child not exceeding 18-years	£0.00	£0.00	£0.00
Exclusive Right of Burial in Garden of Remembrance	£308.00	£314.16	£323.40
Transfer of Exclusive Right of Burial	£32.50	£33.15	£34.12

AGENDA ITEM 15 – APPENDIX A

INTERMENT FEES – RESIDENTS IN LEDBURY						
	2024/25 Current Rate		Uplift by 2%		Uplift by 5%	
	1 Depth	2 Depth	1 Depth	2 Depth	1 Depth	2 Depth
For interment in an earthen grave						
18 years and over	£189.00	£214.00	£192.78	£224.70	£198.45	£224.70
Not exceeding 18 years	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
For interment in the Garden of Remembrance		£104.00		£106.08		£109.20
For interment of ashes in grave space		£104.00		£106.08		£109.20
For interment of ashes where no Funeral Director is instructed		£170.00		£173.40		£178.50
For interment of ashes not exceeding 18 years		No Charge		No Charge		No Charge
INTERMENT FEES – NON-RESIDENTS						
	2024/25 Current Rate		Uplift by 2%		Uplift by 5%	
	1 Depth	2 Depth	1 Depth	2 Depth	1 Depth	2 Depth
For interment in an earthen grave						
18 years and over	£385.50	£428.00	£393.21	£436.56	£404.77	£449.40
Not exceeding 18 years	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
For interment in the Garden of Remembrance		£207.00		£211.14		£217.25
For interment of ashes in grave space		£207.00		£211.14		217.35
For interment of ashes where no Funeral Director is instructed		£341.00		£347.82		£358.05
For interment of ashes not exceeding 18 years		No Charge		No Charge		No Charge

AGENDA ITEM 15 – APPENDIX A

	2024/25 – Current Rate	Uplift by 2%	Uplift by 5%
MEMORIAL FEES			
Flat stone (Garden of Remembrance) Permit (1ft x 1ft)	£69.00	£70.38	£72.45
Additional Inscription (permission required)	£47.00	£47.94	£49.35
Head of Foot Stones (2'6" x 2'6" wide x 12" thick)	£164.00	£167.28	£172.20
Additional Inscription (permission required)	£47.00	£47.94	£49.35
Headstone for Childs Grave not exceeding 18 years	No Charge	No Charge	No Charge
OTHER CHARGES			
Use of Chapel for Funeral Service	£82.00	£83.64	£86.10
Search for an entry of burial in register books	£18.00	£18.36	£18.90
Certified copy of an entry of burial in the register books	£18.00	£18.36	£18.90
To provide duplicate burial deed	£18.00	£18.36	£18.90
For the Exhumation from an earthen grave	£282.00	£287.64	£296.10
For the Exhumation of cremated remains (container only)	£174.00	£177.48	£182.70

FULL COUNCIL	27 MARCH 2025	AGENDA ITEM: 15(b)
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Report prepared by Julia Lawrence – Deputy Town Clerk

WEDDING AND CHARTER MARKET FEES AND CHARGES 2025/26

Purpose of Report

The purpose of this report is to ask Members to consider an increase to the room hire fees for weddings in the Jacobean Room and Charter Market fees and charges in the 2025/26 financial year.

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

The attached schedule (Appendix A) shows the current 2024/25 fees and charges for both room hire for weddings in the Jacobean Room and the Charter Market.

Members are asked to consider whether they wish to increase these charges. The attached schedule provides information in relation to a 2% and 5% increase on the current fees and charges.

Recommendation

That Members are requested to agree to increase the fees and charges and whether they be increased by 2% or 5% respectively, or an alternative amount.

LEDBURY TOWN COUNCIL – WEDDINGS AND CHARTER MARKET

	2024/25 – Current Rate	Uplift by 2%	Uplift by 5%
WEDDINGS			
Room Hire for the Jacobean Room	£240.00	£244.80	£252.00
A deposit is required to secure the booking	£50.00	£51.00	£52.50
CHARTER MARKET			
Under the Market House	£22.00	£22.44	£23.10
Outside (High Street)	£18.50	£18.87	£19.42



The
countryside
charity

07 MAR 2025



001380
0706654

Ledbury Town Council
Town Council Offices
Church Street
Ledbury
HR8 1DH

March 2025

1380/-

Membership No: **O706654**
Our Ref: M3EMFKDD
CPRE Herefordshire

Registered Office
15-21 Provost Street
London N1 7NH

Tel: 020 7981 2870
Email: supporter@cpre.org.uk

Royal Patron
His Majesty The King
President
Mary-Ann Ochota
Chief Executive
Roger Mortlock

Dear Ledbury Town Council

It's time to renew your membership.

Thank you for being part of a movement committed to protecting our countryside.

As a member of CPRE, the countryside charity, you have been a part of countless successes over the past 12 months. Here are just some of the campaign wins we've achieved together:

- We've secured key gains in the Levelling Up and Regeneration Act, including stronger controls over short term lets, greater powers for local authorities, and measures to consult the public on all new national development planning policies.
- Our campaigning for Rural Affordable Housing has seen over 8,000 people take action, calling on all political parties to fix the broken housing system for rural communities and commit to delivering more genuinely affordable and social homes.
- Together with our local CPRE network, we've submitted our response to the consultation on changes to the National Planning Policy Framework. Our response addresses key issues, including the need for a mix of genuinely affordable housing tenures, opposing the reclassification of Green Belt as 'grey belt', and supporting renewable energy on our roofs.

This progress is thanks to you, but there is still much to do and your continuing membership is crucial.

As you renew your membership, would you consider increasing your contribution? We are very grateful for the generosity of so many members like you who have already agreed to pay more. We know that not everyone will be able to make a change, so whatever you decide, thank you for your support.

I understand that the renewal of your CPRE membership needs to be approved by your organisation, and that this approvals process can take up to two months. That's why we're sending your renewal notice now, and we look forward to you renewing your CPRE membership.

Our vital work is only possible because of our loyal members. We count on you to help protect our countryside so it can thrive for the benefit of everybody. Thank you.

Best wishes

Sandra Worsfold
Supporter Care and Development Manager

I'm proud to help our glorious countryside thrive for another year



001380
0706654

Your Membership

O706654/M3EMFKDD

Your annual Parish Council Membership of £36.00 by cheque is due. Your membership needs to be renewed so that you can continue to be part of a movement dedicated to helping to protect your local countryside and to gain discounted entry to attractions, gardens, houses and museums.

To renew your membership, and if you can, to increase the amount of you pay, please complete the form below and return it in the enclosed FREEPOST envelope or to pay by credit/debit card call our Supporter Care Helpline on 020 7981 2870 Monday to Friday 9am – 5pm.

Thank you.

Step 1: Renewal

O706654/M3EMFKDD

Yes, I want to renew my Parish Council Membership.

I would like to increase my payment to the new rate of £ _____

I would prefer to continue at £36.00

Payment Method

One-off payment with a cheque to CPRE for £ _____

OR

To pay by BACS Direct Transfer please use the following information:

Account number: 65724623 | Sort Code: 51-50-03 | Reference: O706654

OR

Annual Direct Debit

£36.00 or Other amount £ _____

Please complete the direct debit mandate below, and return it in the FREEPOST envelope enclosed



Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of account holder(s)

Branch Sort Code

Bank/Building Society account number

Service User Number

7 2 4 2 4 5

Instructions to your Bank or Building Society
Please pay CPRE Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction will remain with CPRE and, if so, my details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

Please turn over...

FULL COUNCIL	27 MARCH 2025	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

Detailed Information

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

No	Planning Application No.	Deadline for comments/ determination	Application details
1	250438	25/03/2025	Proposed new public entrance into Ledbury Nursing Home with external renovations and refurbishment including demolition of part of existing boundary wall to create stepped access from street. New canopy to Market Lodge entrance. New lighting and signage. Ledbury Nursing Home, Market Street, Ledbury, Herefordshire. HR8 2AQ
2	250754	01/04/2025	Works to Trees in a Conservation Area T1 – Leaning Yew adjacent to wall, remove leaning tree, retaining small upright tree to the rear. T2 – Two Cypress situated adjacent to the wall, carefully fell in sections to as near ground level as possible. Reason – all three trees are within a metre of the wall which is now starting to collapse. Tree works are to facilitate rebuilding wall. Netherhall, Ledbury, Herefordshire. HR8 1DJ

3	250841	14/04/2025	Works to trees covered by TPO T1: Scots Pine – reduce the overhanging branches by approx. 2-3m (see picture) and remove 5-6 lowest limbs back to stem. T2: Corsican Pine (standing dead) – dismantle down to ground level. Following tree report. The Garden House, Church Street, Ledbury, Herefordshire. HR8 1DJ
4	250472	09/04/2025	Proposed cladding to a portion of the front of the house (retrospective) – 14 Auden Crescent, Ledbury, Herefordshire. HR8 2UU

Recommendation

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
241791	Proposed detached two storey dwelling with frontage parking – Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL	tbc	No objection	No decision
242783	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire	OJ	Referred to Major Planning applications meeting	No decision
242956	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX	AM	No objection	No decision
243021	New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TSB web sign, vinyl to window and refurbished 'like for like' projecting sign – The Homend, Ledbury, Herefordshire, HR8 1BN	FG	No objection	No decision
243121	Proposed ground floor rear extension – 58 Bridge Street, Ledbury, Herefordshire, HR8 2AH	FG	No objection	No decision
LTC MEETING 23 JANUARY 2025				
250134	T1 -Yew overhanging conservatory, reduce lateral branches overhanging conservatory roof by approximately 2 metres to suitable live point. T2 - Two Yews in garden, remove low branches on main stems to leave clear main stems. T3 - Sycamore on lower boundary with grass field, remove small low branches on main stem to leave a	AC	No objection	No decision

	clear stem to main fork. Reasons - encroaching on building and shading vegetable garden – Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA				
243014	Proposed refurbishment works to the front elevation of the TSB Branch to change the branding including the replacement of the existing fascia, new TSB cannister sign, web sign and replacement projecting sign,, internally new furniture and fittings, decorations as highlighted on plans – 17-8 The Homend, Ledbury, Herefordshire, HR8 1BN – LISTED BUILDING CONSENT	AM	No objection	No objection	No decision
243214	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – Ledbury Town Council, Church Lane, Ledbury, Herefordshire, HR8 1DL	AM	Conflict of Interest – Provided for information only	Conflict of Interest – Provided for information only	No decision
243215	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – Ledbury Town Council, Church Lane, Ledbury, Herefordshire, HR8 1DL – LISTED BUILDING CONSENT	AM	Conflict of Interest – Provided for information only	Conflict of Interest – Provided for information only	No decision
LTC MEETING 20 FEBRUARY 2025					
250276	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. 25 High Street, Ledbury, Herefordshire, HR8 1DS	Awaiting allocation		Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must	No Decision

				be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.	
250277	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. LISTED BUILDING CONSENT 25 High Street, Ledbury, Herefordshire, HR8 1DS	Awaiting allocation	Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.	No Decision	
250279	Proposed side extensions and replacement garage. 25 Elmsdale Road, Ledbury, Herefordshire, HR8 2EG	Awaiting allocation	No Objection	No Decision	
250344	Proposed single storey side extension to replace existing dilapidated sun room. Old Pasture, Hillfield Drive, Ledbury, Herefordshire, HR8 1BH	Awaiting allocation	No objection – however consideration should be given to the appropriate	No Decision	

				surface finishes and materials used to ensure they compliment the existing building.	
LTC MEETING 6 MARCH 2025					
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	Awaiting allocation			No Decision
250392	Proposed installation of photovoltaic solar panels on south facing roof of Barn B vehicle and bike storage – Old Plaistow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU LISTED BUILDING CONSENT	AM			No Decision
250413	Proposed agricultural building – Marely Hill, Staplow, Herefordshire, HR8 1NR	Awaiting allocation			No Decision
250613	Works to Trees in a Conservation Area – T1: Maple – reduce by 10-15% in order to reduce size and leave balanced. Due to reported weak forks present – Land between 2-3 Magistrates Court, Church Road, Ledbury, Herefordshire, HR8 1EY	AC			No Decision

AGENDA ITEM: 20

Directorate/Division: Economy and Environment
Team: Environmental Health & Trading Standards
Please ask for: Licensing
Direct line: 01432 261761
Email: licensing@herefordshire.gov.uk
Date: OPR02131

TalkCommunityEnquiries
Cllr Liz Harvey

Via Email

Dear Sir/Madam

An application has been received on 05/03/2025 for a **Grant** of a premises licence at:

Ledbury Carnival, "Parking area outside The Market House", High Street, Ledbury, Herefordshire, HR8 1DS

Proposed Designated Premises Supervisor (DPS): **N/A**

Licensable Activities and Timings:

Occasional premises licence – Stars and ends on 25/08/2025

Provision of live music 12:00 – 17:00

Consultation dates are as follows: Begins **06/03/2025** and ends **02/04/2025**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

Any representations need to have name/address and contact details and should be emailed to licensing@herefordshire.gov.uk no later than **02/04/2025** addressing the four licensing objectives above.

Yours faithfully

The Licensing Team
Environmental Health & Trading Standards

LTC Clerk

From: Daniel Raven-Ellison <dan@slowways.org>
Sent: 06 March 2025 09:32
To: LTC Clerk
Subject: Slow Ways x Ledbury
Attachments: Ledbury.png

You don't often get email from dan@slowways.org. [Learn why this is important](#)

Dear Angie,

I hope this message finds you well.

Thanks so much for your council's early motion of support for Slow Ways. It was great to have Ledbury council's support so early on. The network now has 140,000km of routes with verified routes connecting Glasgow to Land's End.

Here's an update on Ledbury <https://beta.slowways.org/Settlement/Ledbury> along with the attached image. Ledbury is a critical part of the network!

Five years after starting Slow Ways we're going to pivot and redevelop the platform to enable groups and organisations to develop their own networks. The new approach will mean local groups can create the networks they need, while linking into a wider network.

We're going to run a crowdfunding campaign to fund the development of the new site, which will replace our aging and tired one. I've pasted some of the text below.

This might be over reaching, but I'm collecting some noncommittal quotes of support to help bolster the crowdfunding campaign. Here are two:

- London National Park City "We'll use Slow Ways for our Rangers to share great nature walks and bike rides."
- Railwalks "This new platform is essential to our plan to create a national network of walks between railway stations"

Might it be possible to get a similar one from Ledbury? We'd be able to make sure you get a free account on the platform for two years to say thank you.

Very many thanks for your time.

Daniel

Calling all walkers, runners, cyclists, and riders!

What if we made it easier for everyone to walk, run, wheel, cycle, and ride more?

The Challenge

Too many people are missing out on the benefits of active journeys - often because they simply don't know the best routes to take.

The Solution

Wherever you are, whatever your ability, and whatever your reason for moving about - whether it's a daily commute, a weekend stroll, or an epic adventure - we want you to have access to the best possible routes on one easy-to-use, accessible platform.

Community groups, schools, local councils, charities, NHS teams, libraries, arts centres, social prescribers and social enterprises

When was the last time we all joined-up to create something truly brilliant together? Now's the time! Let's unite and make it happen.

We're building the new platform and network **with you and for you.**

Support us and we will:

1. champion a diverse, equitable, inclusive and sustainable active travel network for the UK and Ireland
2. enable you to share the best routes for your community and audiences
3. create a single place that everyone can go to when they need to find a good, trustworthy and recommended route that meets their needs
4. guarantee that your published public routes will always be available for people to enjoy for free
5. nurture a shared purpose with thousands of groups and organisations, while taking the pain out of large-scale collaboration
6. proactively involve you in what we build, continually innovating and developing new and better ways for people to enjoy routes
7. inspire and support you as best we can

And we will build a platform for you to:

- Draw and share routes that meet the interests and needs of your community or different audiences
- Collaborate with a team to create collections or networks of recommended routes
- Have a public profile and presence
- Manage a team of staff or volunteers, give them badges to show their credentials
- Share files, so people can follow maps, documents and audio-trails you have designed
- Choose to make your routes private or public
- See a dashboard of engagement statistics to see how your routes are being used
- And do much more, with lots to come in the pipeline!

What if?

What if a school shared routes that helped families spend more time in nature?

What if a health charity mapped the best stress-relief strolls?

What if a local council curated all their best wheelchair-accessible routes?

What if a group of wildlife experts shared the best nature-sensitive trails?

What if a campaign group shared a new pilgrimage?

What if a heritage group developed a castle-bagging bike ride?

What if an athletics club curated the best running trails for different abilities?

And what if we joined everyone's routes up into a giant, easy-to-use international network across Great Britain and Ireland?

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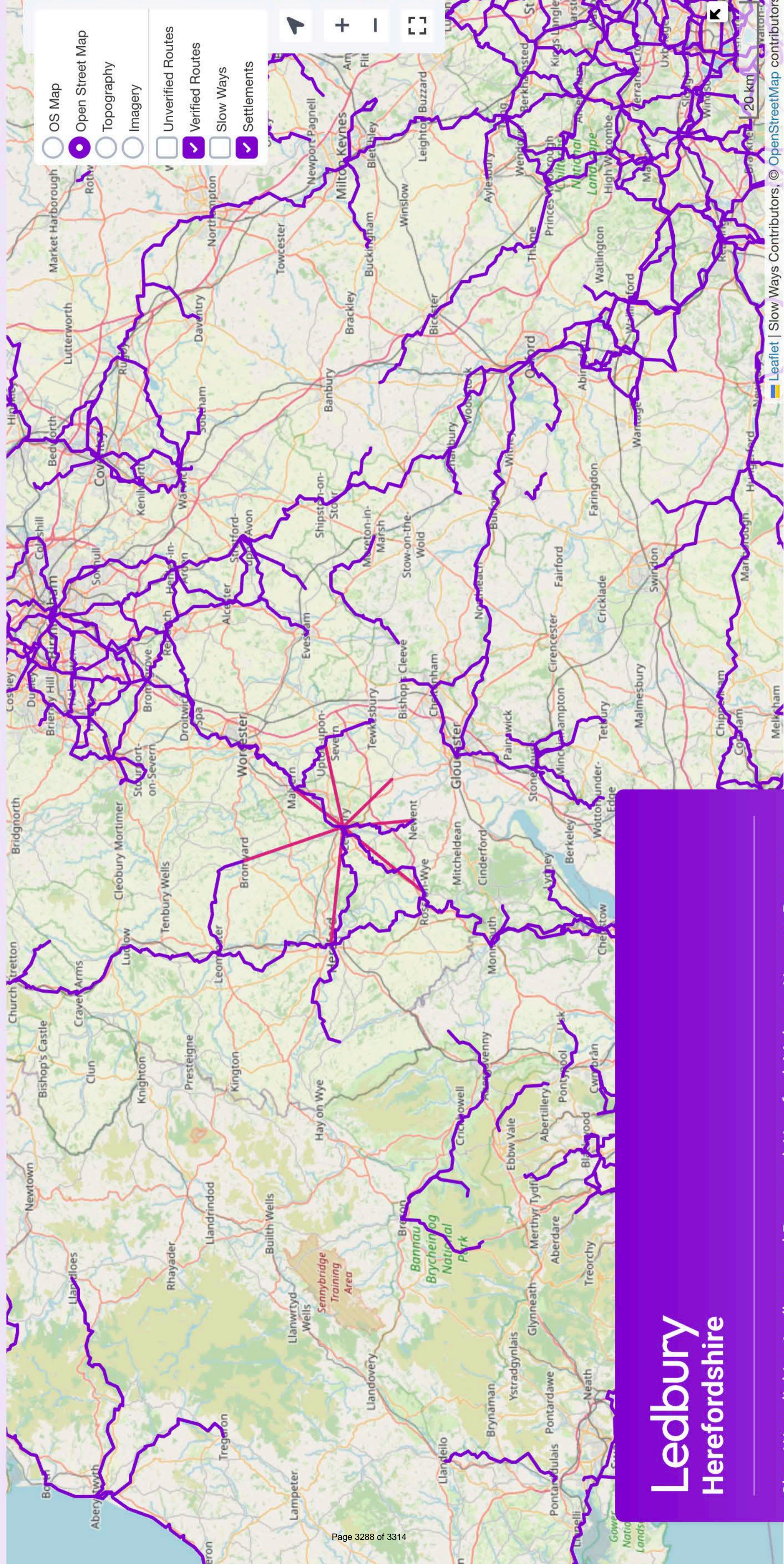
Daniel Raven-Ellison
Founder & Chief Exploration Officer
He/Him/His



For the epic and everyday!
Help create the Slow Ways national walking network.

Slow Ways CIC
3rd Floor, 86-90 Paul Street, London, EC2A 4NE
www.slowways.org @SlowWaysUK
#SlowWays

Company number 12800558



Ledbury Herefordshire

Slow Ways linking [Ledbury](#) and [Bromyard](#), [Hereford](#), [Malvern](#), [Newent](#), [Ross-on-Wye](#), [Staunton](#), [Upton upon Severn](#)

Ledbury's seven Slow Ways are 68% checked

FULL COUNCIL	27 MARCH 2027	AGENDA ITEM: 22
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Report prepared by Angela Price – Town Clerk

OUTCOME OF RECENT DROPPED KERB SURVEY BY LEDBURY MOBILITY USERS

Purpose of Report

The purpose of this report is to provide Members with the outcome of a Mobility Access Survey carried out by local residents on behalf of Ledbury Town Council.

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

Members who have previously attended Planning, Economy & Tourism and Traffic Management Working Party meetings will be aware that the Council often receives complaints from local residents about mobility access in and around Ledbury. As a consequence of these complaints the Traffic Management Working Party commissioned the Ledbury Mobility Group to undertake a survey on local pavements and highways to identify areas where they experience access issues.

Mrs Sue Hughes agreed to co-ordinate this project and has recently provided the outcomes provided by members of the group a list of these issues is attached for Members consideration.

The Traffic Management Working Party has not met for some considerable time and Members may wish to refer these results to that Working Party for them to review the

results and to consider what the next steps should be in relation to bringing these issues to the attention of Herefordshire Council Highways Department.

Recommendation

That the attached findings be referred to a meeting of the Traffic Management Working Party for review and consideration of next steps.

Mobility Access Survey by Liz Dimond and Shelley Longworth.

Location	Specific Issue
Texaco Garage opposite Tesco	Kerb issues requiring passage over front edge of garage forecourt – danger from motorists using the garage.
Long Acres just below Tesco on left pavement – Robinsons Meadow.	Can get onto pavement opposite Tesco but not off opposite Robinson's Meadow.
Belle Orchard opposite Leadon Bank.	No access.
Long Acres – Margaret Road turn	No access, have to travel down Margaret Road 50 yds to get off.
Long Acres - Queensway	No dropped kerb – requires a trek down Queensway and generally cross in between parked cars.
Long Acres – St Georges Close	No dropped kerb – you have to keep to other side of Long Acres.
Bye Street – outside Ali's Pizza Parlour	Very steep and angled access on northern side of Bye Street. Risk of toppling, needs improvement.
Bye Street – Market Street turn	Outside Ledbury Health. No dropped kerb. Camber and space and telegraph pole make this very difficult.
Bye Street entry to the Homend	Very narrow pavement – makes everyone vulnerable. Would benefit from a safety barrier to protect all pavement users from motorists turning into/out of this junction.
Southend into Mabels Furlong	No dropped kerb to access Mabels Furlong.
Pavement in front of Stooke, Hill & Walsh	Step gradient on pavement uneven. Not for crossing road but just continuing along Homend. Risk of toppling scooter. Need to keep to right hand side to avoid problems.
Tarmac path running from Orchard Lane through the top of recreation ground, in front of house No. 13.	Raised electricity supply manhole cover. Very difficult for mobility scooter to negotiate. Risk of wheel catching causing scooter to roll down into the playing field.
Access from Orchard Rise to recreation ground.	1) Wooden barrier at end of Orchard Rise is repeatedly tampered with and a slat removed from one side. This means that a scooter could go straight onto the road if brakes fail. We suspect vandals responsible as council repeated repairs. Could metal be better solution like other side. 2) Drop kerb at end of Orchard Rise has no matching drop kerb opposite. The drop kerb on other side is at entrance to the recreation ground about 30 metres away.
Drop kerb outside Methodist Church	Needs dropped fully as lip makes it difficult for scooters to go up it, coming from direction of doctors' surgery.
Corner of Homend and Bye Street. Turning into Bye Street from Poetry House corner is extremely narrow for mobility scooter to negotiate around corner. Risk of scooter toppling.	Pavement needs widening slightly.
Drop kerb outside Market Café should be lowered as lip causes problem for	

scooters. Also tight for scooters to turn onto pavement due to sandwich boards on pavement.	
<p>Other issues</p> <p>1) Junction from Homend to Bye Street – Drivers need to respect pedestrians’ right of way</p> <p>2) Lighting outside St Katherine’s Hall to car park – none. More lighting needed in recreation ground.</p> <p>3) Paviers from Spar to Market Café poorly laid for mobility scooters. Very uneven.</p>	
Bus stop at The Langlands (Railway Station stop)	<p>Not enough space on pavement at bus stop for scooter to turn or wait safely to cross the road. Obligated to balance on dropped kerb.</p> <p>Suggestion – 1) remove large tree root and create paved area for scooters OR tarmac to vet side gate for scooter access.</p> <p>2) Create safe crossing from one side of the road to the other. Pelican crossing?</p>
Under the arch on Hereford Road	<p>New path from new junction excellent at first but path from bridge/arch to Bradfords need improving so that scooters can safely travel down to the new path to the new houses on Bromyard route via Ballard Close.</p> <p>If a mobility scooter comes down Hereford Road to the new pedestrian crossing, they can’t get to the vets without going on the road. Minor change would improve this. The proposed planted area at the vets should be removed to create path for scooters.</p>
Pavement from Market Café up Church Street has no dropped kerb at the end. This means that mobility scooter users are obliged to drive up the road. If possible, pavement should be widened.	
Pavement between Janey’s and Gurneys Butchers.	The pavement is so uneven that scooters can topple into the road.
Outside tattoo shop and Priory Cleaners	Drainage channel is exposed and broken. Very difficult to cross with scooter and wheels can get stuck in the channel potentially throwing passenger out of seat.
<p>Paviers on pavement from Spar to Raft Clothing cause so much vibration that screws on scooters can come off.</p> <ul style="list-style-type: none"> • Total lack of dropped kerbs on Mabel’s Furlong. • Suggestion that all shops should either have their own portable 	

<p>ramp or access to one so mobility scooter users can access.</p> <ul style="list-style-type: none">• Trip hazard at pavement outside old community hospital. Dip in pavement.	
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Report prepared by Julia Lawrence – Deputy Town Clerk

MEMORIAL TESTING AT ST MICHAEL & ALL ANGELS CHURCH, LEDBURY

Purpose of Report

The purpose of this report is to advise Members of the results of the memorial testing that took place recently at St Michael & All Angels Church, Ledbury.

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

Memsafe attended St Michael & All Angels Church on Friday, 14 March 2025 and undertook the memorial testing of all the gravestones. 135 memorials were tested resulting in just one memorial being unsafe.

Members may wish to know that the earliest memorial is dated 1753 and the latest is dated 1889. Out of all the memorials, 112 are illegible.

The failed memorial (shown in the photograph) is illegible and can be found at the rear of the Church. It has eroded and is falling apart but has had a sign and band attached to show that the memorial is



unsafe. In the unlikely event should it fall, then it is likely to fall backwards, away from the footpath, which is in front of the memorial.

Officers have contacted the Diocese in order that they can contact any surviving family members to take appropriate action for its repair.

Recommendation

That Members receive and note the contents of this report.

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Report prepared by Angela Price – Town Clerk

COMPLAINTS RECEIVED IN RESPECT OF LEDBURY WORLD BOOK FEST EVENT – 8 MARCH 2025

Purpose of Report

The purpose of this report is to inform Members of complaints received from local traders based in the High Street, Ledbury in respect of issues that arose around the Ledbury World Book Fest event held on Saturday, 8 March 2025.

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 are three complaints received following the use of additional parking spaces located adjacent to the area reserved for markets in High Street on 8 March 2025, in support of the Ledbury World Book Fest.

A response has been provided to each of the complainants addressing the issues raised within and providing reassurance that going forward should there be a need for additional space for market stalls at future Council run events, the Town Council will give careful consideration to whether it would be appropriate to use the additional parking spaces in High Street, with a priority being given to using the space at St Katherine’s Square in the first instance.

Members are aware that the regular traders who have been coming to Ledbury for many years have expressed a preference to remaining under and adjacent to the Market House on market days, as opposed to the market being moved to St Katherines, and indeed Council have recognised this.

Recommendation

Members are asked to confirm their agreement with senior officers that going forward, should additional spaces be required for market traders for an extension of the market area adjacent to the Market House, traders will be offered space at St Katherines in the first instance to avoid “blocking” of the additional parking spaces that are not part of the Traffic Regulation Order (TRO) which is in place in respect of the Tuesday and Saturday Markets.

TINSMITHS

01 MAR 2025

10 MAR 2025

10th March 2025

Dear Ledbury Town Council

I am getting in touch today to register a complaint about the extended Saturday market which took place on 8th March.

The use of car parking spaces in the High Street for any extension of the market is not acceptable to High Street traders.

To give you specific statistics about how much our sales were affected by the market on Saturday 8th March – for Tinsmiths this Saturday had 18% lower takings than our average Saturday sales for 2025 to date, this Saturday was a staggering 25% down on the same Saturday (second Saturday in March) in 2024.

It seems that the council do not understand how important these on street spaces are to the towns traders. During this extended market the High Street lost 11 one hour parking spots. With the most minimal turnover of spaces possible (1 car/hour) this means that 88 vehicles could not park. If only one occupant of each vehicle spent £15 in two shops that means that the High Street was down £2640 – over 1 year that would mean that High Street businesses would be down £137,280. As High Street traders we know that turnover of these 11 spaces is much higher, likely to average nearer 120- 170 per Saturday – a potential loss of £187,200-£265,200 for 1 year of losing those spaces on just a Saturday based on a spend of just £30 of just 1 occupant of each vehicle.

Parking is the number one bar to improving trade and visitor numbers within the town, and this parking in particular is vital for the High Street traders.

Disappointingly a town council official made the comment to me on Saturday morning that these are 'only 1 hour spaces', this comment illuminated how poorly the council understand what the loss of any parking spaces means to the traders. Whilst these spaces might only be 1 hour parking, for a news agent, wine shop, chemist, or fruit and veg shop the under 1 hour visitors represent 'bread & butter' customers. If a customer cannot easily stop to buy a paper or get a bottle of wine, they will simply pass by and stop at Tesco, where they can park conveniently for free and nip in to make their purchase. To be clear these customers will not try to park in one of the towns car parks, they have a 2 minute purchase to make, so these are lost customers, lost sales and lost revenue for the towns traders & local economy.

Further, the punishment of visitors to the town by the issuing of parking tickets on a Tuesday and Saturday afternoon when all market traders have left the existing market area clearly cuts across any visit Ledbury message that might be being made as it is very upsetting to visitors who get caught out – they will never come back.

I know that Markets provision is currently being reviewed, and I would urge you to do nothing rather than make any changes that reduce parking.

Yours Sincerely,
Phoebe Clive



Tinsmiths of Ledbury Ltd, 8 High Street, Ledbury, Herefordshire, HR8 1DS
Tel: 01531 632083 Company no:15533379 Vat No. 681 9318 08
www.tinsmiths.co.uk info@tinsmiths.co.uk

From: Handley Organic <info@handleyorganic.co.uk>
Sent: Monday, March 10, 2025 14:56
To: LTC Administration <admin@ledburytowncouncil.gov.uk>
Subject: To Whom It may Concern with High Importance

Hello

I am writing to you with real dismay and shock and the way that the charter market was conducted on Saturday.

With one days' warning I was unable to co-ordinate any form of response to the World Book Day Event that was held outside my shop and that closed down all 11 parking spaces on the High Street.

Some examples of how Handley Organic could've joined in: Had I known Peter Rabbit was a guest, I could've created a Peter Rabbit vegetable patch window, I could've held an event in my cafe. Instead I was given half a day's notice and I was unable to do anything.

On-top of this, every single one of the precious parking spaces were taken from outside my shop. I rely on people being able to park up, shop and leave. Much the same as people do in the Co-op or Tesco. The fast turn-around of these spaces are the lifeblood of the shops on the high-street and in particular mine which deals with perishables. To also see lots of empty spaces where street traders were supposed to be and perhaps didn't turn up seemed like a total waste and to see an ice cream van parked over both disabled spots was honestly shocking to me. I had to ask if there was even locally made ice cream being sold from there- to find it was just a generic soft-serve was also disappointing and again ill thought-out. After a very slow week I was relying on my historically busiest day of the week, Saturday, to bump up my sales. For your reference my takings for Saturday 8th March, I was 20% down on last week's takings, I was 9% down on average over the Saturday takings for 2025. It was my worst performing Saturday of the year, including grey, wet January. I'm in shock. In real terms so you understand I lost the ability to pay 1 weeks wages for 1 member of staff. I was also left with a disproportionate amount of fruit and vegetables leftover that would have normally sold out on Saturday. I need you to understand the impact on Week 10 and now Week 11 as a result.

In theory, I don't see what was attempted to be done as a bad idea. I have a problem with that yet again, those paying business rates to trade in Ledbury aren't treated with the consideration necessary to enable a fair environment to trade.

There will come a point where it's no longer viable for me to keep this shop open. I, hopefully, have relayed to you the gravity of the situation and the predicament I increasingly find myself in as a result of a disconnect with communication between the Town Council and the Traders.

Please can we find a way to avoid future situations such as this.

I look forward to your response.

Kindest Regards

Johanna Barclay

Handley Organic
5 High St, Ledbury, HR8 1DS
• - info@handleyorganic.co.uk

Chris

From: Chris
Sent: 15 March 2025 08:31
To: clerk@ledburytowncouncil.gov.uk
Cc: Jane; chris@haywines.co.uk
Subject: FW: Photos
Attachments: 20250308_104045.jpg; 20250308_103902.jpg; 20250308_103916.jpg

To: Angela Price

On Saturday the 8th of March the Ledbury town Council sanctioned the placing of street stores in the the parking spaces on the High street plus an ice cream van in the disabled bays (was that legal?)

High street retail businesses reported a 25% downturn in trading and takings on the day - it would seem that the Council are determined to close our businesses? – this is a clear outcome of this type of practice - please see attached pictures

Who on earth sanctioned this thoughtless activity – it could have taken place in and around the Market House On Church street - Church Lane or the area in front of the Barn but to close off most of the passing short stay traffic in the town was incompetence on a epic scale.

I ran Hay wines event business and in 2019 went to 100 food festival throughout the UK and never saw this level of disrespect for the retail traders of a town
Does no one in the Council have any understanding of the Needs of the retailers in the High Street? – that appears to be the case at both a national and local level.

I would appreciate a response to this situation and assurance it will not occur again – we were informed of this activity one day before by letter!

Chris Salt
Founder of

HAY WINES

Chris Salt Director
01531 634449 | 07813 322810
haywines.co.uk | chris@haywines.co.uk





NOTES OF A MEETING TO DISCUSS VE / VJ 80TH ANNIVERSARY

HELD AT LEDBURY TOWN COUNCIL OFFICES ON TUESDAY, 11 MARCH 2025

PRESENT Jennifer Harrison, Brenda Hill, Rev Keith Hilton-Turvey, Julia Lawrence (Deputy Town Clerk (“DTC”)), Bill MacKenzie, Lloyd Meredith

EVENT AT RECREATION GROUND – SATURDAY, 3 MAY 2025

The DTC informed the meeting that Ledbury Town Council (“LTC”) would struggle to put on an event on Saturday, 3 May 2025 due to a lack of resources and it could not be guaranteed that there would be additional support from volunteers. Members understood and accepted that there would not be an event.

LTC would, however, put out a press release inviting local residents to apply for grant funding from the Council for street parties over the bank holiday weekend. The DTC has contacted Balfour Beatty Streetworks Team who have confirmed that normally for a temporary road closure for an event, a minimum of 6 weeks’ notice is required for the closure. On this occasion, Balfour Beatty will accept applications no later than 2-3 weeks before the event.

Action: DTC prepare press release to be issued.

VE DAY EVENT

Thursday, 8 May 2025

9.00pm Short service at War Memorial, accompanied by Brass Band, playing under the Market House

9.30pm Light beacon at Church Tower

Sunday, 11 May 2025

10.00am Church Service at St Michael & All Angels Church – Details to be confirmed

1 It was agreed that the Community Engagement Officer would liaise with Ledbury Primary School to encourage them to take part, ie making hats.

Action: Community Engagement Officer.

2 It was noted that the Clerk had already asked Ledbury in Bloom to use a red, white and blue theme for the hanging basket flowers and planters around the Town.

3 Further discussion took place regarding the beacon for the Church Tower:

3.1 Rev Hilton-Turvey stated that it was LTC’s responsibility to obtain the burner, make provision for getting up to the Tower and bringing it down the next day. The DTC stated that she was not aware of this. Rev Hilton-Turvey was to inform his insurance provider concerning the beacon.

Action: Confirm whose responsibility this falls to.

- 3.2 Members agreed that the beacon should be lit for one hour.
- 3.3 DTC had confirmed that she had contacted Ledbury Fire Brigade as there needed to be a qualified Fire Fighter on hand whilst the beacon was lit. No response had been received at the time of the meeting but Brenda Hill confirmed that Christian Hill would be available if Ledbury Fire Brigade were unable to help.
Action: DTC.
- 3.4 Agreed that the Community Engagement Officer would try and seek sponsorship from local businesses to cover the cost of the beacon.
Action: Community Engagement Officer.
- 4 DTC had confirmed that the Brass Band would be available to play on the evening. It was confirmed that Sophie Jarvis had tried to book the Bag Piper for the event but he was unavailable. The DTC asked if anyone knew of an alternative Bag Piper.
Action: DTC to contact Brass Band to see if they can assist.
- 5 Dignitaries for the event have yet to be invited.
Action: Sophie Jarvis.
- 6 A red, white and blue flower wreath is to be ordered.
Action: Sophie Jarvis.
- 7 The VE Day flag has already been ordered.
- 8 Members considered that it would be good for local fish and chip shops to sell fish and chips in newspaper.
Action: The Community Engagement Officer is to progress this.
- 9 Brenda Hill made reference to celebrating those residents in Ledbury who had reached the age of 80 this year. To date, it was known that there were 10 residents who would be 80 years young and it was suggested that this could be put on social media. Previously, it had been discussed whether a small commemorative gift should be given to them.
Action: Community Engagement Officer/Sophie Jarvis place an article on social media. LTC to decide whether a small gift should be given to the individuals.
- 10 LTC are to create a poster to promote the event and circulate around Town.
Action: LTC.
- 11 LTC are to produce a press release for circulation in social media, local press and Ledbury Focus (noting that it would need to go in the April edition, deadline being 10 April 2025).
Action: LTC.

- 12 Brenda Hill asked if red, white and blue bunting would be put up around the Town.
Action: DTC to ask the Clerk.
- 13 Noted that a PA system would be needed for the Service at the War Memorial.
Action: Sophie Jarvis.
- 14 A Service Sheet is to be created for the service at 9.00pm.
Action: Bill MacKenzie and Mary Ann Keyes (who will be conducting the service on the evening as both Rev Keith Hilton-Turvey and Bill MacKenzie are unable to attend).

VJ DAY EVENT

Friday, 15 August 2025 War Memorial – Details to be confirmed

**Sunday, 17 August 2025 Church Service at St Michael & All Angels Church at
10.00am - Details to be confirmed**

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 5th MARCH 2025 at 7 POUND CLOSE, LEDBURY.**

PRESENT: Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Ann Price (AP), Johnny Chan (JC), Robin Hiseman (RH), David Kettle (DK), Harold Armitage (HA),

APOLOGIES: Alesa Halford (AH), Peter Salt (PS), Anita Griškāne (AG), Juri Hayes (JH), Ashley Norton (AN).

1.	WELCOME AND APOLOGIES: MH welcomed everyone and noted absent members.	
2.	MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS MH reported the Minutes of the meeting held 5 TH February had been circulated previously and were taken as read and approved as an accurate record. The action points not on this meeting agenda are: “Community Interest Company – a form of social enterprise but probably with not much benefit to us. After discussion, it was decided we need to check our insurance policy to see what cover we actually have.” SB/SH still need to look at this. Princess Coordinator – SB/SH had met with AH the current co-ordinator, who said her last duty would be April 6 th the Thank You tea for the current princesses, and she handed in her job folder.	SH/SB
3.	TREASURER’S REPORT AP circulated a draft budget for this year which showed a bank balance of £13,822.47, which includes the UKSPF grant of £7,342 and a donation from LADT of £200. AP/SH had pursued and finalised AP’s access to the Bank Account. SB asked that a further £100 be added to Donations Expenditure as this should be the amount paid to SoXsighted. SB also noted Parade Prize expenditure of £350 which was for Childrens prizes only, and asked if we should reinstate Procession float prizes to bring the total to £805. It was decided that JC would check with Jamie Hobby exactly what last year’s prizes were, then we make a decision on whether to change the amount of prizes. Unpresented cheque - AP had contacted the Fire Brigade about our £100 donation from last Carnival, but will not receive any answer before 10 th March.	AP JC AP
4.	SECRETARY’S REPORT 1. Music licence applied for 2. Contacted ABE for a stage lorry and this has been confirmed. 3. Written to all entertainers and have 4 confirmed acts. 4. Updated Carnival Role and Responsibilities and will circulate with these Minutes. 5. SH asked for Timeline updates from committee members. 6. Retired Member Janet Meredith had written to request that she be removed from ALL carnival circulation and contact lists. This led to the decision to also removed Jamie Hobby as Admin from the Facebook page. 7. SH reminded the meeting that we will need a generator for St Katherine’s Square and asked if anyone had a contact who would be willing to lend one. Failing that we could hire one door the day, cost would be in the region of £200. DK suggested we contact LTC for any contact details. 8. SH asked what the feasibility of having Rowlands Fair in St Katherine’s Car Park as this would free up Bye St car park for public use. SH to contact Rowlands to discuss. 9. If this goes ahead the quiet space for toddlers would have to be slightly moved.	SH SH All All JC SH SH

	<p>10. SH/SB had submitted Janet Meredith as nominee for Citizen of the Year Award which the Town Council had confirmed success. It was agreed we would present a card and present to JM.</p> <p>11. SB asked if we could check if we are authorised to have alcohol as a prize?</p>	<p>SH SH</p>
5.	<p>PROCESSION</p> <p>1. Contacted Ledbury Traders with a flyer to distribute to each one.</p> <p>2. Spoke to new head at JMHS, who was enthusiastic about involving the pupils in Carnival, and would ask about one joining our Committee. He is also happy to circulate Carnival information.</p> <p>3. Attended Ledbury's Got Talent and produced Carnival flyers to circulate to performers.</p> <p>4. Could we have the LGT winners to perform on Carnival Day – SH would keep in mind.</p> <p>5. SB to visit large companies to give Carnival information out.</p> <p>6. Has several confirmed Procession entrants.</p>	<p>SH SB</p>
6.	<p>ROAD CLOSURE/MARSHALLING & SECURITY</p> <p>Dragonstar Security now confirmed. JH / Dragonstar / Balfour Beatty to meet to discuss equipment needs, etc.</p> <p>JH/JC to negotiate a Service Agreement and bring to committee for approval.</p>	<p>JH/JC</p>
7.	<p>FIRST AID COVER</p> <p>Our last year contact at St John Ambulance has left. JH to pursue getting a quote from them after finding an alternative contact.</p>	<p>JH</p>
8.	<p>WEBSITE</p> <p>RH is working on updating the website. This will be completed soon.</p> <p>It was agreed there would be only one email address on the face of the website – contact-us. Other Carnival email addresses can be used personally.</p>	<p>RH</p>
9.	<p>CARNIVAL PROGRAMME</p> <p>Front Cover Design Competition – SH had given the Primary School details of the competition. SH to collect entries. JC/SH to handle scanning entries to decide finalists if necessary.</p> <p>Programme – RH will collate content in time for July printing. Adverts should cover the cost of programme. Adverts as soon as we can get them. SB/DK to canvass for Ads. RH offered an Ad design service for additional cost.</p> <p>Cost of Ads were decided: Full page £100; half page £75; quarter page £50.</p>	<p>SH SB/DK</p>
10.	<p>PUBLICITY</p> <p>RH happy to design flyers.</p> <p>RH/SB/SH/HA to decide contents for flyer.</p> <p>SB knows someone who will deliver Hawk Rise estate. SH will do Platinum Way.</p>	<p>RH RH etc</p>
11.	<p>SOCIAL MEDIA</p> <p>No report.</p>	
12.	<p>CARNIVAL PRINCESS COORDINATOR</p> <p>Carnival Princess 2025: SH reported the Primary School will survey the pupils and their families for their opinion of standing for this post and if so, whether the name should be changed. Will let SH know end of this week.</p>	<p>SH</p>
13.	<p>FUNDRAISING AND SPONSORSHIP</p> <p>DK has a list of companies to contact and has been invited to a business networking meeting. He will take Carnival information leaflets to hand out.</p> <p>Discussion of sponsorship packages took place:</p> <ul style="list-style-type: none"> ➤ £5,000 to sponsor whole carnival; ➤ £1,500 to sponsor children's entertainment; ➤ £900 to sponsor main band; 	

	<ul style="list-style-type: none"> ➤ £750 to sponsor Hereford Hospital Radio; ➤ £500 to sponsor Carnival programme. <p>SB advised Ellie Chowns has a constituency fund for community events and we can apply to it for up to £1,000, DK to investigate.</p>	DK
14.	STALLS COORDINATOR DK has list of stall bookings from last year and is in the process of contacting them.	DK
15.	RAFFLE COORDINATOR Nothing to report.	
16.	SHOP WINDOW COMPETITION SB has sent out information to traders. SB asked about judges, SH suggested using the two we had last year. JC will produce the winners' certificates. MH to sign as Chairman.	
17.	CARNIVAL EQUIPMENT STORAGE SH reported the Town Council has agreed for us to store our large equipment (stage steps, carnival information stand) at the cemetery. SH to arrange for the items to be moved.	SH
18.	ANY OTHER NOTIFIED BUSINESS SH had contacted Ken Davies, Carnival President. His family responded saying he would not be continuing. SB asked if we should have a patron and suggested Ellie Chowns. After discussion it was decided we would continue with an Hon President and that it should be offered to the Constituency MP incumbent. MH/SH to write an invitation.	MH/SH
19.	DATE OF NEXT MEETING Wednesday 2nd April at Ledbury Town Council Offices (please note new venue). Future meeting dates are 7th May; 4th June; 2nd July; 16th July; 6th August and 20th August. Please note these in your diaries.	