



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow,
SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 27th August 2025

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in The Guildhall, Mill Street, Ludlow SY8 1AZ on Monday 1st September 2025 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **FINANCIAL INFORMATION**
- **1st QUARTER INCOME AND EXPENDITURE**
- **POLICY REVIEW**
- **AGAR - ASSERTION 10**

The public may speak at this meeting.

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. Welcome from the Chairman and essential housekeeping information.

Councillors and members of the public are to note that the fire exits can be found to the rear of the building, right outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. Recording of Meetings

Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media is permitted during public sessions of Council meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. Meeting Protocol

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

4. Apologies

To note apologies for absence from members of the Committee.

5. Declarations of Interests

To receive the declarations of interests from Members of the Committee.

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.



6. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
7. **Ludlow's Unitary Councillors Session** – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
8. **Minutes**
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 21st July 2025**.
9. **Items to Action**
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **21st July 2025**.

	ITEM	Attachment
10.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for June and July 2025.	10a
b)	Reconciliation for June and July 2025.	10b
c)	Barclaycard - Payments, Income & Reconciliation for June and July 2025.	10c
d)	PayPal – Payments, Income & Reconciliation for June and July 2025.	10d
e)	Petty Cash – Payments, Income & Reconciliation for June and July 2025.	10e
f)	Public Sector Deposit Fund – Payments, Income & Reconciliation for June and July 2025.	10f
g)	Income - Payments, Income & Reconciliation for June and July 2025.	10g
h)	Electric Vehicle Charging - Payments, Income & Reconciliation for June and July 2025.	10h
11.	DEBTORS	
a)	To receive a report of debtors.	11a
b)	To consider an explanation report on debtors.	11b
12.	1st QUARTER INCOME & EXPENDITURE	
a)	To note the 1 st Quarter Income and Expenditure Report	12a
b)	To receive the 1 st Quarter Exceptions Report	12b
13.	ASSERTION 10 To consider the report regarding the new assertion on the Annual Governance and Accounting Return in 2025 / 26.	13
14.	POLICY REVIEW	
a)	To review and readopt the Information and Data Protection Policy.	14a
b)	To review and readopt the Data Transparency Policy.	



c)	To recommend approval of the new Hedgerow Policy.	14b
d)	To review and readopt the Data Breach Policy	14c
e)	To review and readopt the Freedom of Information Policy	14d
		14e
15.	BUTTERCROSS NON-DOMESTIC RATES To note Valuation Office's change to the rateable value of Ludlow Museum at the Buttercross.	15
16.	RESIDENTIAL RENTAL To consider the report and recommendations for rental increase.	16
17.	LANARK VISIT To consider approving acceptance of an invitation from Lanark, South Lanarkshire, Scotland to welcome Ludlow's Town Crier. The visit will take place at no cost to Ludlow Town Council.	No papers
18.	CLIMATE ACTION TASK AND FINISH GROUP	
a)	To receive the minutes of the Climate Action Task and Finish Group meeting held on the 21 st August 2025	18a
b)	To consider the recommendations from the Climate Action Task and Finish Group meeting held on the 21 st August 2025	18b
19.	CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT To note the June and July 2025 statements	19

M e m b e r s h i p

Members of the Policy & Finance Committee

Councillors Owen (Chair); Childs; Cowell; Gill; Ginger; Hepworth; Lyle; Maxwell-Muller; Parry; Scott-Bell; and Taylor (Vice-Chair)

Notes

**The next Policy & Finance Committee meeting will be held on the
13th October 2025**

Item 8

Minutes

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 21st JULY 2025** at **7.00PM**

PF/43 PRESENT

Chair: Councillor R. Owen

Councillors: Childs; Cowell; Ginger; Hepworth; Lyle; Maxwell-Muller;
Scott Bell; Taylor

Officers: Gina Wilding, Town Clerk
Lucy Jones, Senior Finance Assistant

PF/44 ABSENT

Councillors Gill, Harris and Parry were absent.

PF/45 WELCOME

The Chair, Councillor Owen, welcomed everyone to the Policy and Finance Committee meeting and advised on essential housekeeping information.

PF/46 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

PF/47 APOLOGIES

Apologies for absence were received from Councillor Gill and Harris.

PF/48 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/49 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present at the meeting.

PF/50 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/51 MINUTES

RESOLVED RO/DL (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 16th June 2025, be approved as a correct record, and signed by the Chair.

PF/52 ITEMS TO ACTION

RESOLVED RO/KC (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 16th June 2025, be noted.

PF/53 FINANCE INFORMATION

RESOLVED RO/KC (Unanimous)

That the Cash Book Payments, Income and Reconciliation, Barclaycard Payments, Income and Reconciliation, PayPal Payments, Income and Reconciliation, Petty Cash Payments, Income and Reconciliation, Public Sector Deposit Fund Payments, Income and Reconciliation, Income Cash Book Payments, Income and Reconciliation and Electric Vehicle Charging Payments, Income and Reconciliation for May 2025; and the Mayor's Charity Account Payments, Income and Reconciliation and Mayor's Charity Account Income Payments, Income and Reconciliation for March, April, May and June 2025, be received.

PF/54 AGED DEBTORS

a) Report of Debtors

RESOLVED RO/MT (Unanimous)

That:-

- a) the Debtors report be received.
- b) As per Council policy all Cemetery and memorial bench fees be paid in advance of any works being undertaken.

PF/55 b) Debtors Explanation Report

RESOLVED RO/KC (Unanimous)

That the Debtors Explanation Report be received.

PF/56 INSURANCE

The Chair advised that a special Council meeting may need to be called in August to consider the insurance renewal if quotations are not received in time to be included on the July Council agenda.

RESOLVED KC/RO (Unanimous)

That the Council seek insurance quotations from BHIB Councils Insurance, Gallagher (AJG) and James Hallum Council Guard.

PF/57 POLICY REVIEW

a) Investment Policy

RECOMMENDED RO/IMM (Unanimous)

That the Council maintain a balance of £150,000 in the current account and all other funds be invested in the CCLA Public Sector Deposit Fund.

PF/58 b) Communications Policies

RECOMMENDED RO/IMM (Unanimous)

That:-

- a) a Communications Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy.
- b) The Communications Policy Task and Finish Working Group membership be made up of Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott Bell.

PF/59 c) Complaints Policies

RESOLVED DL/KC (Unanimous)

That the review of the Complaints policies be deferred.

PF/60 FINANCIAL INFORMATION

RESOLVED RO/KC (Unanimous)

That following their approval by the Policy and Finance Committee the quarterly Income and Expenditure report be published on the Council's website.

PF/61 RESIDENTIAL RENTAL

RESOLVED RO/JH (7:1:0)

That a local lettings agent be instructed to undertake an internal inspection of the residential rental property and recommend a rental value.

PF/62 CLIMATE ACTION TASK AND FINISH GROUP

RECOMMENDED RO/IMM (Unanimous)

That:-

- a) the minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received.
- b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:-
 - That a meeting of the Ludlow Town Centre Planting Task & Finish Group be organised in September and put together a seasonal planting and tub maintenance strategy for 2025/26. This forum will allow us to begin pulling ideas together for the provision and maintenance of planting.
 - That a volunteer group named St Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc., spades forks and trowels to be brought by the person or loaned by the DLF.
 - That the updates made to the Climate Action Plan as listed above be approved.

PF/63 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED RO/KC (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statement for May 2025 and letter, be noted.

PF/64 WEST MERCIA ENERGY

RESOLVED RO/DL (Unanimous)

That the benefit returns for 2024/25 from West Mercia Energy, be noted.

FC/65 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED RO/DL (unanimous)

That that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, and the meeting continue in closed session.

The meeting closed at 8.26pm

Chair

Date

N.B. Closed Session Minutes will be issued for this meeting.



CLOSED MINUTES

Closed Session Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 21st JULY 2025** at **7.00PM**

PF/66 ENERGY CONTRACTS

RESOLVED (Unanimous) GG/KC

That the Council's electricity and gas supplies remain with West Mercia Energy on a one-year rolling contract.

The meeting closed at 8.26pm

Chairman

Date

Item 9

Items to Action

Policy & Finance Committee

Items to Action

Minute No.	Resolution	Action	Status	Date
DA/PF/26/07/21/23 26/07/21	<u>BARCLAYS.NET</u> <u>RECOMMENDED (Unanimous) GG/PA</u> a) To open an additional Barclays Bank current account as part of the council's combined accounts, and to use the account solely for Barclays.net payments. b) To make a virement of £75.00 from the Contingencies Fund (501/4800) budget to the Bank Charges for the new account (101/4058). c) To investigate other payments options with Barclays Bank.	Open bank account Set up new account on Barclays.net Virement Investigate payment options	Done Complete Done	07/05/25 02/08/21 02/08/21
PF/140 28/11/22	<u>POLICY REVIEW</u> a) <u>Proposals from Councillor Adams</u> That:- a) a standard format and style template be adopted for use by all Committees for their policies, protocols and procedure documents. b) an electronic Policy Library be set up from a master list of such documents.	Create template Set up electronic policy library	Done	11/01/23

	<p>c) the library is structured to reflects the Council's Executive and Service functions.</p> <p>d) Standing Orders retain their existing standard format.</p> <p>e) the format and style of up to three policies per meeting of existing documents is reviewed by Policy and Finance within a timing plan to review the format and style all policies.</p> <p>f) Staff produce a draft template for the next meeting.</p>			
PF/20 05/06/23	<p><u>POLICY REVIEW</u></p> <p>a) <u>Policy Numbering</u></p> <p><u>RESOLVED</u> (Unanimous) GG/EG</p> <p>That the policy categorising and indexing system be adopted and applied to all Council Policies.</p>	Implement numbering policy	In process	
PF/193 15/04/24	<p><u>ELECTRIC VEHICLE CHARGING</u></p> <p>To request that a report be brought to Council to scope out the project, timeframe and costs for installing an electric vehicle charging compound.</p>			

PF/57	<p><u>POLICY REVIEW</u> a) <u>Investment Policy</u></p> <p><u>RECOMMENDED RO/IMM (Unanimous)</u></p> <p>That the Council maintain a balance of £150,000 in the current account and all other funds be invested in the CCLA Public Sector Deposit Fund.</p>	<p>Recommend to Full Council</p> <p>Update CCLA Mandate</p> <p>Move Funds</p> <p>Create procedure</p>	<p>Done</p> <p>Sent to CCLA, awaiting update</p>	<p>28/05/25</p> <p>27/08/25</p>
PF/59	<p>c) <u>Complaints Policies</u></p> <p>That the review of the Complaints policies be deferred.</p>			
PF/58	<p>b) <u>Communications Policies</u></p> <p><u>RECOMMENDED RO/IMM (Unanimous)</u></p> <p>That:-</p> <p>a) a Communications Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy.</p> <p>b) The Communications Policy Task and Finish Working Group membership be made up of Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott Bell.</p>	<p>Recommend to Full Council</p> <p>Call a meeting</p>	<p>Done</p> <p>Done</p>	<p>28/07/25</p> <p>28/08/25</p>

PF/60	<p><u>FINANCIAL INFORMATION</u></p> <p>That following their approval by the Policy and Finance Committee the quarterly Income and Expenditure report be published on the Council's website.</p>	Update website	Done	27/08/25
PF/62	<p><u>CLIMATE ACTION TASK AND FINISH GROUP</u></p> <p><u>RECOMMENDED RO/IMM (Unanimous)</u></p> <p>That:-</p> <p>a) the minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received.</p> <p>b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:-</p> <ul style="list-style-type: none"> • That a meeting of the Ludlow Town Centre Planting Task & Finish Group be organised in September and put together a seasonal planting and tub maintenance strategy for 2025/26. This forum will allow us to begin pulling ideas together for the provision and maintenance of planting throughout Ludlow. • That a volunteer group named St 	Recommend to Full Council	Done	28/07/25

	<p>Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc., spades forks and trowels to be brought by the person or loaned by the DLF.</p> <ul style="list-style-type: none"> • That the updates made to the Climate Action Plan as listed above be approved. 			
PF/61	<p><u>RESIDENTIAL RENTAL</u></p> <p>That a local lettings agent be instructed to undertake an internal inspection of the residential rental property and recommend a rental value.</p>	Undertake rental valuation	Done	01/09/25
PF/56	<p><u>INSURANCE</u></p> <p>That the Council seek insurance quotations from BHIB Councils Insurance, Gallagher (AJG) and James Hallum Council Guard.</p>	Seek Quotes	Done	22/08/25
PF/51	<p><u>MINUTES</u></p>	Sign minute File minutes	Done Done	21/07/25 23/07/25

	That the minutes of the Policy and Finance Committee meeting held on the 16 th June 2025, be approved as a correct record, and signed by the Chair.	Put online	Done	22/08/25
PF/190 24/02/25	<u>ALLSTAR CHARGEPASS</u> <u>RECOMMENDED SW/EG (Unanimous)</u> That the Council apply for an Allstar Chargepass fuel account (Electric, Diesel and Petrol) with two cards.	Recommend Policy to Full Council	Done	03/03/25
		Apply for fuel cards	Done	18/08/25
PF/26 16/06/25	<u>Insurance Quotations</u> That insurance quotations be sought from three insurance brokers for buildings, all insured risks and motor insurance for consideration at the next Policy and Finance Committee meeting to make a recommendation to the Full Council meeting on the 28 th July 2025.	Seek 3 insurance quotes	Done	21/07/25
PF/25 16/06/25	<u>Insurance Task and Finish Group</u> <u>RECOMMENDED RO/KC (Unanimous)</u> That:- a) an Insurance Task and Finish Group be set up to review the Council's insurance requirements;	Recommend to Full Council	Done	23/06/25
		Call the first meeting on the Insurance Task and Finish Group	Done	11/07/25

	b) the Insurance Task and Finish Group membership be made up of Councillors Hepworth, Owen and Taylor.			
PF/29 16/06/25	<u>Safeguarding – Children and Vulnerable Adults Protection Policy</u>	Recommend Policy to Full Council	Done	23/06/25
	<u>RECOMMENDED RO/KC (Unanimous)</u>	Update and move to Adopted Policies Folder	Done	27/06/25
	That the Safeguarding – Children and Vulnerable Adults Protection Policy be amended at 4.2 to read: 4.2 Recruitment and Training <ul style="list-style-type: none">• Disclosure and Barring Service (DBS) checks, will be conducted for all staff, and Councillors.• Disclosure and Barring Service (DBS) checks will be conducted for volunteers working with children, young people, or vulnerable adults.• Staff, councillors and volunteers will receive regular training on safeguarding policies and procedures.	Circulate to Staff and Councillors	Done	27/06/25
PF/33 16/06/25	<u>Task and Finish Group Recommendations – 5th June 2025</u>	Recommend to Full Council	Done	23/06/25
	<u>RECOMMENDED RO/DL (Unanimous)</u>	Update Climate Action Plan	Done	27/06/25
	That: a) the following actions be taken in	Purchase items	Done	27/06/25

	<p>preparation for Ludlow Green Festival:</p> <ul style="list-style-type: none"> • Key information leaflets to be produced but only in a small number. • A QR code to be displayed linking to the information on our website. • Councillors who assist with ‘manning’ the stall will be provided with a script of information. • Councillors to be emailed asking for assistance in ‘manning’ the stall. • Councillor Lyle and Cowell will arrange obtaining free flower seeds to be given away. <p>b) an expenditure for labels and seed envelopes (£3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat). Expenditure from budget code 101 4062 (climate action) which has a budget of £500 be approved.</p> <p>c) the following updates to be made to the Climate Action Plan:</p> <ul style="list-style-type: none"> • Working Group to consider what criteria could be included in 4 – <i>We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process;</i> and 11 – <i>We will aim to ensure all contractors have a ‘Zero to Landfill’ policy which is regularly reviewed and updated.</i> 			
--	---	--	--	--

	<ul style="list-style-type: none"> • 20 – To approach Shropshire Council to ensure they have found alternatives to using toxic weedkillers throughout the county. • 21 – The Deputy Town Clerk to progress the Hedgerow Maintenance and Management plan to be brought to the next Climate Action Task and Finish Group as a first draft document. • 22 – Could a DLF member be invited to a future meeting of the Climate Action Task and Finish Group to discuss? The Deputy Town Clerk to produce a draft document similar to a Toolbox Talk for the DLF. • 23 – The Deputy Town Clerk to confirm if Shropshire Council have been contacted regarding reducing non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow. • 24 – To consider before the next meeting ideas for a climate action award draft criterion. • 25 – To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included. • 26 – To recommend to Policy and Finance Committee that Ludlow Town Council facilitates a community meeting to discuss environmental 			
--	---	--	--	--

	<p>issues and climate change. The location should be easily accessible for all to attend.</p> <ul style="list-style-type: none"> • 29 – Could we embrace the current volunteer interest in Ludlow and hold a volunteer day/morning (possibly a Saturday) at St Johns Gardens to begin interest in the site start tidying up the beds. 			
PF/28 16/06/25	<p><u>Financial Regulations</u></p> <p><u>RECOMMENDED RO/MT (Unanimous)</u></p> <p>That Financial Regulation paragraph 5.15. be amended to read: Individual purchases of goods or services (or series of payments for the same service) within an agreed budget for that type of expenditure may be authorised by:</p> <ul style="list-style-type: none"> • the Clerk, under delegated authority, for any items below £2,500 excluding VAT. • the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, for any items below £5,000 excluding VAT. • in respect of grants, Council within any limits set by the grant giving criteria, and in accordance with any policy statement agreed by the Council. • the Council for all items over £5,000; 	<p>Recommend Policy to Full Council</p> <p>Update and move to Adopted Policies Folder</p> <p>Circulate to Staff and Councillors</p> <p>Update Website</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>	<p>23/06/25</p> <p>27/06/25</p> <p>27/06/25</p> <p>27/06/25</p>

	Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other auditable evidence trail.			
PF/27 16/06/25	<u>POLICY REVIEW</u>	Recommend Policy to Full Council	Done	23/06/25
	<u>Financial Regulations</u>	Update and move to Adopted Policies Folder	Done	27/06/25
	<u>RECOMMENDED RO/MT (7:0:1)</u>	Circulate to Staff and Councillors	Done	27/06/25
	That:- Financial Regulation paragraph 6.6 be amended to read: For each financial year the RFO shall draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year. Financial Regulation paragraph 6.9 be amended to read: The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances: i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is	Update Website	Done	27/06/25

	<p>before the next scheduled meeting of [the Council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.</p> <p>ii. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.</p> <p>iii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.</p> <p>Financial Regulation paragraph 5.18 be amended to read: In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.</p>			
PF/218 07/04/25	<u>POLICY REVIEW</u>	Recommend Policy to Full Council	Done	14/04/25

	<u>RECOMMENDED SW/EG (Unanimous)</u> That the Neonatal Care Leave Policy amendment to the Staff handbook and new Contract of Employment, be adopted.	Update and move to Adopted Policies Folder	Done	11/06/25
		Circulate to Staff	Done	27/06/25
PF/10 16/06/25	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 7 th April 2025, be approved as a correct record, and signed by the Chair.	Sign minute File minutes Put online	Done Done Done	16/06/25 18/06/25 24/06/25
PF/24 16/06/25	<u>Write Off Debt</u>	Recommend to Full Council	Done	23/06/25
	<u>RECOMMENDED RO/DL (Unanimous)</u> That the Ludlow Pride organisation that incurred the debt are no longer in existence and that the debt in the sum of £45.00 plus VAT be written off.	Write off debt	Done	25/06/25
PF/37 16/06/25	<u>Carried Forward Funds</u>	Recommend to Full Council	Done	23/06/25
	<u>RECOMMENDED RO/MT (Unanimous)</u> That the carried forward funds from the 2024/25 budget into the 2025/26, as stated in the 4 th Quarter Exceptions Report, be approved.	Confirm all carried forwards are made	Done	25/06/25

PF/221	<p><u>NON-DOMESTIC RATES</u></p> <p>That a virement of £549.00 be made from budget 501/4800 Contingency Fund to 411/4011 Linney Riverside Park Rates to cover the Non-Domestic Rates charge for the Linney Boat Shed in 2025/26.</p>	Virement	Done	11/06/25
PF/135	<p>b) <u>Reserve Policy</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That:- the amended Reserves Policy be adopted.</p> <p>a) Annual Review of Reserves: To continue to monitor income trends, asset conditions, and expenditure to adjust reserves as necessary.</p> <p>b) Income Diversification: To reduce reliance on precept by exploring grants, and sponsorships.</p> <p>c) Proactive Asset Management: To conduct regular inspections of listed buildings, play areas, and other high-risk assets to prevent unexpected costs.</p> <p>d) Cost Monitoring: To continuously monitor operating expenses to ensure reserves remain</p>	<p>Recommend actions to Full Council</p> <p>Transfer funds to EMR</p> <p>Recommend Policy to Full Council</p> <p>Move to Adopted Policies Folder</p> <p>Circulate to Staff/ Councillors</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>	<p>09/12/24</p> <p>09/04/25</p> <p>20/01/25</p> <p>19/02/25</p> <p>19/02/25</p>

	<p>adequate and proportionate to risks through Policy and Finance Committee.</p> <p>e) Reserve Levels To approve a General Reserve of £300,000 or equivalent to 3 months of operating expenditure, providing a balance between flexibility and prudent risk management.</p> <p>f) Earmarked Reserves: To approve total earmarked reserves of £600,000 - £800,000.</p> <p>g) Breakdown: Listed buildings maintenance: £200,000 Play areas and public toilets: £75,000. Market infrastructure: £50,000. Staffing contingencies: £50,000. Legal and regulatory compliance: £30,000. Other projects / devolution costs: £350,000</p> <p>h) To approve building total reserves of £900,000 to £1.1 million to ensure the council can handle both short-term operational risks and long-term capital obligations.</p>			
PF/115	<u>WEST MERCIA ENERGY</u>	Green options to be considered during energy	Done	11/06/25

	That the green energy proposal be noted and reviewed at a future meeting.	contract review																
PF/205	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 24 th February 2025, be approved as a correct record, and signed by the Chair.	Sign minute File minutes Put online	Done Done Done	07/04/25 09/04/25 09/04/25														
PF/193	<u>Transaction Fees Cost Centre</u> <u>RECOMMENDED BW/SW (Unanimous)</u> That a new cost centre (104) Transaction Fees be created and the following codes be moved from their current cost centre to:- <table><tr><td>Old Code</td><td>New Code</td></tr><tr><td>101/4058 – Bank Charges</td><td>104/4058</td></tr><tr><td>119/4523 – Buttercross Card Payment Fees</td><td>104/4523</td></tr><tr><td>201/4327 – PayPal Commission Charge</td><td>104/4327</td></tr><tr><td>201/4524 – Market Card Payment Fees</td><td>104/4524</td></tr><tr><td>411/4075 – Linney Parking Meter Fees</td><td>104/4075</td></tr><tr><td>New code – Guildhall Card Payment Fees</td><td></td></tr></table>	Old Code	New Code	101/4058 – Bank Charges	104/4058	119/4523 – Buttercross Card Payment Fees	104/4523	201/4327 – PayPal Commission Charge	104/4327	201/4524 – Market Card Payment Fees	104/4524	411/4075 – Linney Parking Meter Fees	104/4075	New code – Guildhall Card Payment Fees		Recommend Policy to Full Council Create Cost Centre and move Budget Codes	Done Done	03/03/25 09/04/25
Old Code	New Code																	
101/4058 – Bank Charges	104/4058																	
119/4523 – Buttercross Card Payment Fees	104/4523																	
201/4327 – PayPal Commission Charge	104/4327																	
201/4524 – Market Card Payment Fees	104/4524																	
411/4075 – Linney Parking Meter Fees	104/4075																	
New code – Guildhall Card Payment Fees																		

PF/192	<p><u>BUDGETS</u></p> <p><u>Combining of Budgets</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the Subscriptions and Publications (101/4023), and Licence Fees (101/4054) budgets be amalgamated into budget 101/4023 – Subscription and Licence Fees.</p>	<p>Recommend Policy to Full Council</p> <p>Combine budgets</p>	<p>Done 03/03/25</p> <p>Done 09/04/25</p>
PF/220	<p><u>Task and Finish Group Recommendations</u></p> <p>That the recommendations from the Climate Action Task and Finish Group meeting held on the 27th March 2025, be deferred to the next Policy and Finance Committee meeting.</p>	<p>Bring back to next meeting</p>	<p>Done 16/06/25</p>
PF/216	<p><u>AGED DEBTORS</u></p> <p>That the Ludlow Pride debt be placed on hold until the group reestablishes.</p>	<p>Update debtors report</p>	<p>Done 09/04/25</p>

Items 10a

Payments & Income – June 2025

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	1,486,104.54					1,486,104.54	
	Banked: 31/05/2025	64.00						
	Linney Parking Meter	64.00		10.67	1075	411	53.33	Linney Parking Meter 31/05/25
	Banked: 01/06/2025	74.00						
	Linney Parking Meter	74.00		12.33	1075	411	61.67	Linney Parking Meter 01/06/25
	Banked: 01/06/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/06/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 02/06/2025	899.00						
	Sales Recpts Page 748	899.00	899.00		101			Sales Recpts Page 748
	Banked: 02/06/2025	899.00						
	Sales Recpts Page 749	899.00	899.00		101			Sales Recpts Page 749
	Banked: 02/06/2025	937.00						
	Sales Recpts Page 750	937.00	937.00		101			Sales Recpts Page 750
	Banked: 02/06/2025	937.00						
	Sales Recpts Page 751	937.00	937.00		101			Sales Recpts Page 751
	Banked: 02/06/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 02/06/25
	Banked: 02/06/2025	1,235.04						
	Market Rents	647.00			1020	201	647.00	Market Rents - 30/05/25
	Market Rents	609.25			1020	201	609.25	Market Rents - 31/05/25
	SumUp	-21.21			4524	104	-21.21	Mkt Card Payment Fee 02/06/25
	Banked: 02/06/2025	102.29						
	SumUp	-1.76			4523	104	-1.76	BX Card Payment Fees
	BX Museum Donations	7.00			1007	119	7.00	BX Museum Donations - 01/06/25
	BX Museum Tickets	39.05			1006	119	39.05	BX Museum Tickets - 01/06/25
	BX Museum Tickets	42.20			1006	119	42.20	BX Museum Tickets - 31/05/25
	BX Museum Tickets	15.80			1006	119	15.80	BX Museum Tickets - 30/05/25
	Banked: 02/06/2025	24.58						
	SumUp	-0.42			4525	104	-0.42	GH Card Payment Fee
	EM Nash	25.00			1051	401	25.00	Cem Transfer Fee - K/4/1631
	Banked: 02/06/2025	3,786.75						
	Barclays Bank	3,786.75			1196	101	3,786.75	Interest Received
	Banked: 03/06/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 03/06/25
	Banked: 03/06/2025	167.12						
	Market Rents	170.00			1020	201	170.00	Market Rents - 02/06/25
	SumUp	-2.88			4524	104	-2.88	Mkt Card Payment Fees 02/06/25
	Banked: 04/06/2025	14.00						

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Linney Parking Meter	14.00		2.33	1075	411	11.67	Linney Parking Meter 04/06/25
	Banked: 04/06/2025	2,280.00						
1	Income Cashbook	2,280.00			205		2,280.00	Income
	Banked: 05/06/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 05/06/25
	Banked: 05/06/2025	131.00						
2	Income Cashbook	131.00			205		131.00	Income
	Banked: 05/06/2025	349.50						
	Market Rents	355.50			1020	201	355.50	Market Rents - 04/06/25
	SumUp	-6.00			4524	104	-6.00	Mkt Card Payment Fee 05/06/25
	Banked: 06/06/2025	32.00						
	Linney Parking Meter	32.00		5.33	1075	411	26.67	Linney Parking Meter 06/06/25
	Banked: 06/06/2025	29.49						
	Market Rents	30.00			1038	201	30.00	Market Rents - F&C 05/06/25
	SumUp	-0.51			4524	104	-0.51	Mkt Card Payment Fee 05/06/25
	Banked: 07/06/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 07/06/25
	Banked: 08/06/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 08/06/25
	Banked: 09/06/2025	32.00						
	Linney Parking Meter	32.00		5.33	1075	411	26.67	Linney Parking Meter 09/06/25
	Banked: 09/06/2025	2,600.00						
3	Income Cashbook	2,600.00			205		2,600.00	Income
	Banked: 09/06/2025	1,441.97						
	Market Rents	641.00			1020	201	641.00	Market Rents - 06/06/25
	Market Rents	572.75			1020	201	572.75	Market Rents - 07/06/25
	Market Rents	253.00			1037	201	253.00	Market Rents - C&C 08/06/25
	SumUp	-24.78			4524	104	-24.78	Mkt Card Payment Fee 09/06/25
	Banked: 09/06/2025	98.03						
	SumUp	-1.67			4523	104	-1.67	BX Card Payment Fees
	BX Museum Tickets	19.80			1006	119	19.80	BX Museum Tickets - 06/06/25
	BX Museum Tickets	27.60			1006	119	27.60	BX Museum Tickets - 07/06/25
	BX Museum Sales	33.80		5.13	1008	119	28.67	BX Museum Sales - 08/06/25
	BX Museum Tickets	18.50			1006	119	18.50	BX Museum Tickets - 08/06/25
	Banked: 10/06/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 10/06/25
	Banked: 10/06/2025	170.56						
	Market Rents	173.50			1020	201	173.50	Market Rents - 09/06/25
	SumUp	-2.94			4524	104	-2.94	Mkt Card Payment Fee 09/06/25
	Banked: 11/06/2025	18.00						

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 11/06/25
	Banked: 12/06/2025	40.00						
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 12/06/25
	Banked: 12/06/2025	480.20						
1	Pay Pal Market	480.20			202		480.20	PayPal Withdrawal
	Banked: 12/06/2025	905.00						
4	Income Cashbook	905.00			205		905.00	Income
	Banked: 12/06/2025	368.68						
	Market Rents	375.00			1020	201	375.00	Market Rents - 11/06/25
	SumUp	-6.32			4524	104	-6.32	Mkt Card Payment Fee 11/06/25
	Banked: 13/06/2025	22.00						
	Linney Parking Meter	22.00		3.67	1075	411	18.33	Linney Parking Meter 13/06/25
	Banked: 14/06/2025	44.00						
	Linney Parking Meter	44.00		7.33	1075	411	36.67	Linney Parking Meter 14/06/25
	Banked: 15/06/2025	66.00						
	Linney Parking Meter	66.00		11.00	1075	411	55.00	Linney Parking Meter 15/06/25
	Banked: 16/06/2025	64.00						
	Linney Parking Meter	64.00		10.67	1075	411	53.33	Linney Parking Meter 16/06/25
	Banked: 16/06/2025	1,028.82						
	Market Rents	580.50			1020	201	580.50	Market Rents - 13/06/25
	Market Rents	466.00			1020	201	466.00	Market Rents - 14/06/25
	SumUp	-17.68			4524	104	-17.68	Mkt Card Payment Fee
	Banked: 16/06/2025	75.80						
	SumUp	-1.30			4523	104	-1.30	BX Card Paymennt Fees
	BX Museum Tickets	13.30			1006	119	13.30	BX Museum Tickets - 13/06/25
	BX Museum Tickets	49.40			1006	119	49.40	BX Museum Tickets - 14/06/25
	BX Museum Tickets	14.40			1006	119	14.40	BX Museum Tickets - 15/06/25
	Banked: 16/06/2025	1,326.50						
	M Porter	1,326.50		221.08	1059	302	1,105.42	Mem Bench - J Wickers
	Banked: 17/06/2025	36.00						
	Linney Parking Meter	36.00		6.00	1075	411	30.00	Linney Parking Meter 17/06/25
	Banked: 17/06/2025	274.77						
	Market Rents	279.50			1020	201	279.50	Market Rents - 16/06/25
	SumUp	-4.73			4524	104	-4.73	Mkt Card Payment Fees
	Banked: 18/06/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 18/06/25
	Banked: 18/06/2025	2,555.90						
2	Pay Pal Market	2,555.90			202		2,555.90	PayPal Withdrawal
	Banked: 19/06/2025	834.00						

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 747	834.00	834.00		101			Sales Recpts Page 747
	Banked: 19/06/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 19/06/25
	Banked: 19/06/2025	2,260.00						
5	Income Cashbook	2,260.00			205		2,260.00	Income
	Banked: 19/06/2025	449.29						
	Market Rents	457.00			1020	201	457.00	Market Rents - 18/06/25
	SumUp	-7.71			4524	104	-7.71	Mkt Card Payment Fees
	Banked: 20/06/2025	40.00						
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 20/06/25
	Banked: 20/06/2025	181.00						
6	Income Cashbook	181.00			205		181.00	Income
	Banked: 20/06/2025	137.63						
	Market Rents	140.00			1038	201	140.00	Market Rents - F&C 119/06/25
	SumUp	-2.37			4524	104	-2.37	Mkt Card Payment Fees
	Banked: 21/06/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 21/06/25
	Banked: 22/06/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 22/06/25
	Banked: 23/06/2025	68.00						
	Linney Parking Meter	68.00		11.33	1075	411	56.67	Linney Parking Meter 23/06/25
	Banked: 23/06/2025	156.00						
	Infinity Pizza	156.00			1018	101	156.00	Street Trading Permit No. 897
	Banked: 24/06/2025	20.00						
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 24/06/25
	Banked: 24/06/2025	201.04						
	Market Rents	204.50			1020	201	204.50	Market Rents - 23/06/25
	SumUp	-3.46			4524	104	-3.46	Mkt Card Payment Fee 23/06/25
	Banked: 24/06/2025	1,395.04						
	SumUp	-23.96			4524	104	-23.96	Mkt Card Payment Fees
	Market Rents	581.50			1020	201	581.50	Market Rents - 20/06/25
	Market Rents	585.00			1020	201	585.00	Market Rents - 21/06/25
	Market Rents	252.50			1037	201	252.50	Market Rents - C&C 22/06/25
	Banked: 24/06/2025	66.77						
	SumUp	-1.13			4523	104	-1.13	BX Card Payment Fees
	BX Museum Tickets	14.40			1006	119	14.40	BX Museum Tickets - 20/06/25
	BX Museum Tickets	27.70			1006	119	27.70	BX Museum Tickets - 21/06/25
	BX Museum Tickets	25.80			1006	119	25.80	BX Museum Tickets - 22/06/25
	Banked: 24/06/2025	250.00						
	Hiscox	250.00			1070	103	250.00	Insurance Excess - Housman

Date: 22/08/2025

Ludlow Town Council Current Year - 2025-26

Page: 5

Time: 14:34

Cashbook 1

User: LJ

Barclays Combined

For Month No: 3

Receipts for Month 3

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>
	Banked: 25/06/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 25/06/25
	Banked: 26/06/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 26/06/25
	Banked: 26/06/2025	2,785.00						
7	Income Cashbook	2,785.00			205		2,785.00	Income
	Banked: 26/06/2025	340.18						
	Market Rents	340.18			1020	201	340.18	Market Rents - 25/06/25
	Banked: 26/06/2025	-340.18						
	Correction	-340.18			1020	201	-340.18	Correction
	Banked: 26/06/2025	340.18						
	Market Rents	346.00			1020	201	346.00	Market Rents - 25/06/25
	SumUp	-5.82			4524	104	-5.82	Mkt Card Payment Fee 25/06/25
	Banked: 26/06/2025	2,271.27						
	Shropshire Council	2,271.27			1187	101	2,271.27	Neighbourhood Fund 25/26
	Banked: 27/06/2025	34.00						
	Linney Parking Meter	34.00		5.67	1075	411	28.33	Linney Parking Meter 27/06/25
	Banked: 28/06/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 26/06/25
	Banked: 29/06/2025	60.00						
	Linney Parking Meter	60.00		10.00	1075	411	50.00	Linney Parking Meter 29/06/25
	Banked: 30/06/2025	68.00						
	Linney Parking Meter	68.00		11.33	1075	411	56.67	Linney Parking Meter 30/06/25
Total Receipts for Month		37,907.88	4,506.00	444.53			32,957.35	
Cashbook Totals		1,524,012.42	4,506.00	444.53			1,519,061.89	

Continued on Page 6

Payments for Month 3

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 Detail</u>
01/06/2025	Shropshire Council	Std Ord	2,495.00			4011	201	2,495.00	NDR Market
01/06/2025	Shropshire Council	Std Ord	220.00			4011	401	220.00	NDR Cemetery
01/06/2025	Shropshire Council	Std Ord	636.00			4011	119	636.00	NDR Buttercross
01/06/2025	Shropshire Council	Std Ord	55.00			4011	411	55.00	NDR Linney Boat house
01/06/2025	TV Licence	Std Ord	15.00			4054	101	15.00	TV Licence
02/06/2025	Water Plus	1	57.40	57.40		501			BX Water - 2025/26
05/06/2025	Barclays Bank	26	87.07	87.07		501			Bank Charges - Apr-May 25
07/06/2025	Shropshire Council	Std Ord	1,035.00			4011	121	1,035.00	NDR Guildhall
09/06/2025	Waste Managed Ltd	2	300.35	300.35		501			Depot Waste Removal - Jun 25
12/06/2025	Public Works Loan Board	3	994.97	994.97		501			Loan Repayment
13/06/2025	Barclaycard	1	3,856.61			204		3,856.61	Barclaycard
16/06/2025	Alphabet (UK) Ltd	4	403.19	403.19		501			Van Leasehire - LD23 TLT
16/06/2025	Alphabet (UK) Ltd	5	539.99	539.99		501			Van Leasehire - MJ73 VZY
16/06/2025	Alphabet (UK) Ltd	6	539.99	539.99		501			Van Leasehire - MJ73 ZGH
16/06/2025	AIB Merchant Services	7	60.44	60.44		501			Linney Parking Meter Fee
17/06/2025	Plusnet plc	8	30.98	30.98		501			GH Broadband
18/06/2025	Water Plus	25	263.93	263.93		501			Castle St Toi Water - May-Jun
19/06/2025	West Mercia Energy	9	899.26	899.26		501			Xmas Lights Electric - Apr 25
20/06/2025	Water Plus	10	34.16	34.16		501			GH Water - May 25
20/06/2025	Ludlow Town Council Payroll	23	10,185.63	10,185.63		501			Payroll - May 25
23/06/2025	Water Plus	11	67.95	67.95		501			Mkt Water - May 25
23/06/2025	Cheaper Waste Ltd	12	1,029.06	1,029.06		501			Mkt Waste Removal
23/06/2025	West Mercia Energy	13	64.36	64.36		501			BX Gas - Apr 25
23/06/2025	EE Ltd	24	377.65	377.65		501			Mobile Phone Charges
24/06/2025	SCG Together	14	53.24	53.24		501			GH Telephone - May 25
25/06/2025	Ludlow Town Council Payroll	21	31,300.12	31,300.12		501			Payroll - Jun 25
25/06/2025	Ludlow Town Council Payroll	22	10,462.09	10,462.09		501			Payroll - Jun 25
27/06/2025	TFM Farm & Country Superstore	2045602378	231.45	231.45		501			SIN7923394/TFM Farm & Country
27/06/2025	Stephen J Weaver (Wooferton) L	2045597223	60.00	60.00		501			Town Walls Storage - July 25
27/06/2025	ASE Plumbing & Heating Supplie	2045602388	53.10	53.10		501			Smithfield Drainrods
27/06/2025	Assembly Rooms Ludlow	2045601825	561.16	561.16		501			MM Room/Equip Hire/Refreshment
27/06/2025	Autocross Euroshel Ltd	2045599439	5,670.00	5,670.00		501			New Bus Shelter - Tollgate Rd
27/06/2025	Border Computer Services Ltd	2045596548	927.25	927.25		501			SSL Certificate
27/06/2025	Blachere Illuminations UK	2045600425	2,480.40	2,480.40		501			Xmas LED Stalactite 4.5m x22
27/06/2025	Bromfield Sand & Gravel Co. Lt	2045600458	115.32	115.32		501			Mem Bench Base x2 Gravel
27/06/2025	Forward Products	2045602544	195.02	195.02		501			Stationery
27/06/2025	Hire Equipment (Ludlow) Ltd	2045600781	48.00	48.00		501			Alloy Tower 3.2m Mkt
27/06/2025	Ludlow Homecare Ltd	2045597045	2,114.42	2,114.42		501			Compost x17

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/06/2025	IAC Audit and Consultancy Ltd	2045597187	450.30	450.30		501			Internal Audit 2024/25
27/06/2025	James Bridge	2045595966	400.00	400.00		501			Smithfield & GH Electrical
27/06/2025	Links Electrical Supplies Ltd	2045601728	453.99	453.99		501			GH LED Lightbulb
27/06/2025	Mark Bishop Fire & Security	2045598099	403.20	403.20		501			Depot Alarm Monitor/Maintain
27/06/2025	Morris, Bufton & Co Ltd	2045595487	354.00	354.00		501			Stihl FS70 Strimmer
27/06/2025	South Shropshire Youth Forum	2045602527	1,000.00	1,000.00		501			Youth Forum Grant 2025/26
27/06/2025	The Visual Works	2045598116	2,220.00	2,220.00		501			Mkt Website Hosting Fee
27/06/2025	Vision ICT Ltd	2045602121	219.96	219.96		501			Councillor Email Hosting x10
27/06/2025	Unifire & Security Ltd	2045602602	144.00	144.00		501			Fire Alarm/Emergency Lights
27/06/2025	Trevor Brooke Grab Services Lt	2045603197	276.00	276.00		501			Green Waste Removal
27/06/2025	TNT Tyres (Ludlow) Ltd	2045596492	28.60	28.60		501			Mower New Tube
27/06/2025	Shropshire Council	2045596739	70.00	70.00		501			Premises Licence - Town Centre
27/06/2025	Ludlow Piano Festival	2546002187	750.00	750.00		501			Piano Festival Grant 25/26
27/06/2025	Peter Yexley	2546002531	350.00	350.00		501			Community First Aid 15/08/25
27/06/2025	Stourport Town Council	2045599520	50.00	50.00		501			Mayor's Event - Stourport
27/06/2025	Roundabout Stationery	2045603222	80.13	80.13		501			Stationery
27/06/2025	Longmynd Consultants Ltd	2546000292	360.00	360.00		501			BX Structural Report Impact
27/06/2025	Huws Gray Ltd	2045598487	118.31	118.31		501			Mkt Pothole Repairs
27/06/2025	Mrs H.C. Hamer	2546000271	600.00	600.00		501			MM Canapes x80 Guests
27/06/2025	GW Shelter Solutions Ltd	2546001621	4,394.30	4,394.30		501			Refurbish CastleSt Bus Shelter
27/06/2025	The Green Reaper Ltd	2045603250	1,160.00	1,160.00		501			Skid Mounted 180ltr Bowser
27/06/2025	Wyre Forest District Council	2045599617	45.00	45.00		501			Mayor's Event - Wyre Forest
27/06/2025	Travis Perkins Trading Co Ltd	2546004908	28.51	28.51		501			Smithfield Repairs Timber
27/06/2025	Clyde & Co	2646170966	119.80	119.80		501			Housman Cres Insurance Claim
27/06/2025	JPS	2045599472	40.20	40.20		501			Nuts & Bolts/ WD40
27/06/2025	Water Plus	19	176.11	176.11		501			Smithfield Water - May-Jun 25
27/06/2025	Siemens Financial Servcies Ltd	20	226.80	226.80		501			Photocopier Rental
30/06/2025	Menai Foam and Board Limited	2045596995	237.50	237.50		501			Toilet Cleaning Supplies
30/06/2025	Water Plus	15	19.50	19.50		501			Cem Water - May-Jun 25
30/06/2025	West Mercia Energy	16	449.66	449.66		501			Mkt Electric - Mar 25
30/06/2025	Water Plus	17	17.52	17.52		501			Linney Water - May-Jun 25
30/06/2025	Ludlow Town Council Payroll	18	559.38	559.38		501			Payroll - Jun 25
Total Payments for Month			94,323.33	86,010.72	0.00			8,312.61	
Balance Carried Fwd			1,429,689.09						
Cashbook Totals			1,524,012.42	86,010.72	0.00			1,438,001.70	

Items 10a

Payments & Income – July 2025

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,429,689.09					1,429,689.09	
	Banked: 01/07/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/07/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 01/07/2025	153.85						
	Market Rents	156.50			1020	201	156.50	Market Rents - 30/06/25
	SumUp	-2.65			4524	104	-2.65	Mkt Card Payment Fees
	Banked: 01/07/2025	58.00						
	Linney Parking Meter	58.00		9.67	1075	411	48.33	Linney Parking Meter 01/07/25
	Banked: 01/07/2025	71.94						
	SumUp	-1.21			4523	104	-1.21	BX Card Payment Fees
	BX Museum Tickets	23.60			1006	119	23.60	BX Museum Tickets - 27/06/25
	BX Museum Tickets	17.00			1006	119	17.00	BX Museum Tickets - 28/06/25
	BX Museum Sales	29.10		4.85	1008	119	24.25	BX Museum Sales - 29/06/25
	BX Museum Tickets	3.45			1006	119	3.45	BX Museum Tickets - 29/06/25
	Banked: 01/07/2025	1,283.46						
	SumUp	-22.04			4524	104	-22.04	Mkt Card Payment Fees
	Market Rents	128.00			1037	201	128.00	Market Rents - 29/06/25 C&C
	Market Rents	579.50			1020	201	579.50	Market Rents - 28/06/25
	Market Rents	598.00			1020	201	598.00	Market Rents - 27/06/25
	Banked: 02/07/2025	2,805.00						
1	Income Cashbook	2,805.00			205		2,805.00	Income
	Banked: 02/07/2025	36.00						
	Linney Parking Meter	36.00		6.00	1075	411	30.00	Linney Parking Meter 02/07/25
	Banked: 03/07/2025	358.37						
	SumUp	-6.13			4524	104	-6.13	Mkt Card Payment Fees
	Market Rents	364.50			1020	201	364.50	Market Rents - 02/07/25
	Banked: 03/07/2025	20.00						
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 03/07/25
	Banked: 04/07/2025	108.14						
	SumUp	-1.86			4524	104	-1.86	Mkt Card Payment Fees
	Market Rents	110.00			1038	201	110.00	Market Rents - 03/07/25 F&C
	Banked: 04/07/2025	44.00						
	Linney Parking Meter	44.00		7.33	1075	411	36.67	Linney Parking Meter 04/07/25
	Banked: 04/07/2025	128.79						
	SumUp	-2.21			4525	104	-2.21	GH Card Payment Fees
	Griffin	131.00			1051	401	131.00	Mem Fee - Pound H/2/179
	Banked: 05/07/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 05/07/25
	Banked: 06/07/2025	58.00						

Receipts for Month 4

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>
	Linney Parking Meter	58.00		9.67	1075	411	48.33	Linney Parking Meter 06/07/25
	Banked: 07/07/2025	61.45						
	BX Museum Tickets	18.60			1006	119	18.60	BX Museum Tickets - 05/07/25
	BX Museum Tickets	43.90			1006	119	43.90	BX Museum Tickets - 04/07/25
	SumUp	-1.05			4523	104	-1.05	BX Card Payment Fees
	Banked: 07/07/2025	1,260.35						
	SumUp	-21.65			4524	104	-21.65	Mkt Card Payment Fees
	Market Rents	694.50			1020	201	694.50	Market Rents - 04/07/25
	Market Rents	587.50			1020	201	587.50	Market Rents - 05/07/25
	Banked: 07/07/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 07/07/25
	Banked: 08/07/2025	117.97						
	Market Rents	120.00			1020	201	120.00	Market Rents - 07/07/25
	SumUp	-2.03			4524	104	-2.03	Mkt Card Payment Fees
	Banked: 08/07/2025	1,206.00						
	Sales Recpts Page 756	1,206.00	1,206.00		101			Sales Recpts Page 756
	Banked: 08/07/2025	40.00						
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 08/07/25
	Banked: 09/07/2025	2,505.00						
2	Income Cashbook	2,505.00			205		2,505.00	Income
	Banked: 09/07/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 09/07/25
	Banked: 10/07/2025	581.05						
	Market Rents	414.00			1020	201	414.00	Market Rents - 09/07/25
	S Odell	177.00			1023	201	177.00	Market Rents - Music Fest
	SumUp	-9.95			4524	104	-9.95	Mkt Card Payment Fees
	Banked: 10/07/2025	58.00						
	Linney Parking Meter	58.00		9.67	1075	411	48.33	Linney Parking Meter 10/07/25
	Banked: 11/07/2025	25.00						
	Sales Recpts Page 757	25.00	25.00		101			Sales Recpts Page 757
	Banked: 11/07/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 11/07/25
	Banked: 12/07/2025	90.00						
	Linney Parking Meter	90.00		15.00	1075	411	75.00	Linney Parking Meter 12/07/25
	Banked: 13/07/2025	78.00						
	Linney Parking Meter	78.00		13.00	1075	411	65.00	Linney Parking Meter 13/07/25
	Banked: 14/07/2025	899.00						
	Sales Recpts Page 754	899.00	899.00		101			Sales Recpts Page 754
	Banked: 14/07/2025	31.71						

Receipts for Month 4

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>
	BX Museum Tickets	4.80			1006	119	4.80	BX Museum Tickets - 11/07/25
	BX Museum Tickets	27.45			1006	119	27.45	BX Museum Tickets - 12/07/25
	SumUp	-0.54			4523	104	-0.54	BX Card Payment Fees
	Banked: 14/07/2025	1,391.35						
	SumUp	-23.90			4524	104	-23.90	Mkt Card Payment Fees
	Market Rents	707.50			1020	201	707.50	Market Rents - 11/07/25
	Market Rents	707.75			1020	201	707.75	Market Rents - 12/07/25
	Banked: 14/07/2025	1,860.00						
3	Income Cashbook	1,860.00			205		1,860.00	Income
	Banked: 14/07/2025	522.00						
	Taste at No. 1 Ltd	522.00			1018	101	522.00	Street Trading Permit No. 898
	Banked: 14/07/2025	70.00						
	Linney Parking Meter	70.00		11.67	1075	411	58.33	Linney Parking Meter 14/07/25
	Banked: 15/07/2025	2,061.00						
	Sales Recpts Page 755	2,061.00	2,061.00		101			Sales Recpts Page 755
	Banked: 15/07/2025	135.17						
	SumUp	-2.33			4524	104	-2.33	MKt Card Payment Fees
	Market Rents	137.50			1020	201	137.50	Market Rents - 14/07/25
	Banked: 15/07/2025	62.00						
	Linney Parking Meter	62.00		10.33	1075	411	51.67	Linney Parking Meter 15/07/25
	Banked: 16/07/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 16/07/25
	Banked: 17/07/2025	381.48						
	SumUp	-6.52			4524	104	-6.52	MKt Card Payment Fees
	Market Rents	388.00			1020	201	388.00	Market Rents - 16/07/25
	Banked: 17/07/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 17/07/25
	Banked: 18/07/2025	174.99						
	SumUp	-3.01			4524	104	-3.01	Mkt Card Payment Fees
	Market Rents	178.00			1020	201	178.00	Market Rents - 17/07/25 F&C
	Banked: 18/07/2025	70.00						
	Sales Recpts Page 758	70.00	70.00		101			Sales Recpts Page 758
	Banked: 18/07/2025	0.70						
	Sales Recpts Page 759	0.70	0.70		101			Sales Recpts Page 759
	Banked: 18/07/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 18/07/25
	Banked: 18/07/2025	345.50						
	M Porter	345.50			1059	302	345.50	Mem Bench - J Wickers
	Banked: 19/07/2025	80.00						

Receipts for Month 4

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>
	Linney Parking Meter	80.00		13.33	1075	411	66.67	Linney Parking Meter 19/07/25
	Banked: 20/07/2025	72.00						
	Linney Parking Meter	72.00		12.00	1075	411	60.00	Linney Parking Meter 20/07/25
	Banked: 21/07/2025	61.26						
	BX Museum Sales	31.40		4.73	1008	119	26.67	BX Museum Sales - 19/07/25
	BX Museum Tickets	22.80			1006	119	22.80	BX Museum Tickets - 18/07/25
	BX Museum Tickets	8.10			1006	119	8.10	BX Museum Tickets - 18/07/25
	SumUp	-1.04			4523	104	-1.04	BX Card Payment Fees
	Banked: 21/07/2025	1,147.28						
	SumUp	-19.72			4524	104	-19.72	Mkt Card Payment Fees
	Market Rents	700.50			1020	201	700.50	Market Rents - 18/07/25
	Market Rents	466.50			1020	201	466.50	Market Rents - 19/07/25
	Banked: 21/07/2025	2,860.00						
4	Income Cashbook	2,860.00			205		2,860.00	Income
	Banked: 21/07/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 21/07/25
	Banked: 22/07/2025	308.20						
	SumUp	-5.30			4524	104	-5.30	Mkt Card Payment Fees
	Market Rents	166.00			1020	201	166.00	Market Rents - 21/07/25
	M Lavers	127.50			1023	201	127.50	Market Rents - Music Fest
	M Lavers	20.00		3.33	1022	201	16.67	Electricity - Music Fest
	Banked: 22/07/2025	511.00						
	Sales Recpts Page 760	511.00	511.00		101			Sales Recpts Page 760
	Banked: 22/07/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 22/07/25
	Banked: 23/07/2025	34.00						
	Linney Parking Meter	34.00		5.67	1075	411	28.33	Linney Parking Meter 23/07/25
	Banked: 24/07/2025	298.89						
	SumUp	-5.11			4524	104	-5.11	Mkt Card Payment Fees
	Market Rents	304.00			1020	201	304.00	Market Rents - 23/07/25
	Banked: 24/07/2025	1,010.00						
5	Income Cashbook	1,010.00			205		1,010.00	Income
	Banked: 24/07/2025	2,412.00						
	Sales Recpts Page 762	2,412.00	2,412.00		101			Sales Recpts Page 762
	Banked: 24/07/2025	28.00						
	Linney Parking Meter	28.00		4.67	1075	411	23.33	Linney Parking Meter 24/07/25
	Banked: 25/07/2025	50.00						
	Linney Parking Meter	50.00		8.33	1075	411	41.67	Linney Parking Meter 25/07/25
	Banked: 26/07/2025	74.00						
	Linney Parking Meter	74.00		12.33	1075	411	61.67	Linney Parking Meter 26/07/25

Receipts for Month 4

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>
	Banked: 27/07/2025	90.00						
	Linney Parking Meter	90.00		15.00	1075	411	75.00	Linney Parking Meter 27/07/25
	Banked: 28/07/2025	1,823.40						
	SumUp	-31.35			4524	104	-31.35	Mkt Card Payment Fees
	Market Rents	595.00			1020	201	595.00	Market Rents - 25/07/25
	Market Rents	631.75			1020	201	631.75	Market Rents - 26/07/25
	Market Rents	274.00			1037	201	274.00	Market Rents - 27/07/25 C&C
	A Hanif	153.00			1023	201	153.00	Market Rents - Music Fest
	A Hanif	24.00		4.00	1022	201	20.00	Electricity - Music Fest
	M Trundova	153.00			1023	201	153.00	Market Rents - Music Fest
	M Trundova	24.00		4.00	1022	201	20.00	Electricity - Music Fest
	Banked: 28/07/2025	86.00						
	Linney Parking Meter	86.00		14.33	1075	411	71.67	Linney Parking Meter 28/07/25
	Banked: 29/07/2025	46.80						
	SumUp	-0.80			4523	104	-0.80	BX Card Payment Fees
	BX Museum Tickets	18.40			1006	119	18.40	BX Museum Tickets - 27/07/25
	BX Museum Tickets	16.80			1006	119	16.80	BX Museum Tickets - 26/07/25
	BX Museum Tickets	12.40			1006	119	12.40	BX Museum Tickets - 25/07/25
	Banked: 29/07/2025	171.06						
	SumUp	-2.94			4524	104	-2.94	Mkt Card Payment Fees
	Market Rents	174.00			1020	201	174.00	Market Rents - 28/07/25
	Banked: 29/07/2025	937.00						
	Sales Recpts Page 761	937.00	937.00		101			Sales Recpts Page 761
	Banked: 29/07/2025	48.00						
	Linney Parking Meter	48.00		8.00	1075	411	40.00	Linney Parking Meter 29/07/25
	Banked: 30/07/2025	20.00						
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 30/07/25
	Banked: 31/07/2025	238.42						
	SumUp	-4.08			4524	104	-4.08	Mkt Card Payment Fees
	Market Rents	242.50			1020	201	242.50	Market Rents - 30/07/25
	Banked: 31/07/2025	2,685.00						
6	Income Cashbook	2,685.00			205		2,685.00	Income
	Banked: 31/07/2025	40.00						
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 31/07/25
	Banked: 31/07/2025	131.00						
	Hoskins	131.00			1051	401	131.00	Mem Fee - Collier J/7/2006
	Banked: 31/07/2025	131.00						
	Hoskins	131.00			1051	401	131.00	Mem Fee - Lewis H/11/408
	Banked: 31/07/2025	25.00						
	C Stranger	25.00			1051	401	25.00	Cem Transfer Fee - L/2/1239

Total Receipts for Month	37,119.24	8,121.70	290.24	28,707.30
Cashbook Totals	<u>1,466,808.33</u>	<u>8,121.70</u>	<u>290.24</u>	<u>1,458,396.39</u>

Date: 22/08/2025

Ludlow Town Council Current Year - 2025-26

Page: 7

Time: 14:35

Cashbook 1

User: LJ

Barclays Combined

For Month No: 4

Payments for Month 4

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 Detail</u>
01/07/2025	Shropshire Council	Std Ord	2,495.00			4011	201	2,495.00	NDR Market
01/07/2025	Shropshire Council	Std Ord	220.00			4011	401	220.00	NDR Cemetery
01/07/2025	Shropshire Council	Std Ord	636.00			4011	119	636.00	NDR Buttercross
01/07/2025	Shropshire Council	Std Ord	55.00			4011	411	55.00	NDR Linney Boat house
01/07/2025	TV Licence	Std Ord	15.00			4023	101	15.00	TV Licence
01/07/2025	Water Plus	1	57.40	57.40		501			BX Water - 2025/26
02/07/2025	Screwfix	16	65.98	65.98		501			GH Push Button Door Lock
04/07/2025	West Mercia Energy	2	159.70	159.70		501			Depot Electric - Apr 25
07/07/2025	Shropshire Council	Std Ord	1,035.00			4011	121	1,035.00	NDR Guildhall
07/07/2025	Barclays Bank	3	120.10	120.10		501			Bank Charges - May-Jun 25
07/07/2025	Waste Managed Ltd	4	300.35	300.35		501			Depot Waste Removal - Jul 25
09/07/2025	Barclays Bank	DDR	8.50			4058	104	8.50	Bank Charges
09/07/2025	Mayor's Charity Acc	BACS	2,728.67			4200	105	2,728.67	Mayor's Allowance Donation
14/07/2025	Barclaycard	BCARD	3,388.29			204		3,388.29	Barclaycard
15/07/2025	AIB Merchant Services	5	54.30	54.30		501			Linney Parking Meter Fee
16/07/2025	Alphabet (UK) Ltd	6	539.99	539.99		501			Van Leasehire - MJ73 VZY
16/07/2025	Alphabet (UK) Ltd	7	403.19	403.19		501			Van Leasehire - LD23 TLT
16/07/2025	Alphabet (UK) Ltd	8	539.99	539.99		501			Van Leasehire - MJ73 ZGH
16/07/2025	West Mercia Energy	9	860.20	860.20		501			Xmas Light Electric - May 25
17/07/2025	Plusnet plc	10	30.98	30.98		501			GH Broadband
18/07/2025	Water Plus	17	254.86	254.86		501			Castle St Toi Water - Jun 25
21/07/2025	Cheaper Waste Ltd	11	1,013.31	1,013.31		501			Mkt Waste Removal
21/07/2025	Water Plus	18	46.62	46.62		501			GH Water - Jun 25
22/07/2025	Ludlow Town Council Payroll	15	10,481.59	10,481.59		501			Payroll - Jun 25
22/07/2025	Water Plus	19	69.40	69.40		501			Mkt Water - Jun 25
22/07/2025	West Mercia Energy	26	48.54	48.54		501			BX Mkt Electric - May 25
23/07/2025	EE Ltd	20	372.46	372.46		501			Mobile Phone Charges
24/07/2025	SCG Together	12	31.28	31.28		501			GH Telephone - Jun 25
25/07/2025	Ludlow Town Council Payroll	21	10,952.18	10,952.18		501			Payroll - Jul 25
25/07/2025	Ludlow Town Council Payroll	22	32,389.17	32,389.17		501			Payroll - Jul 25
29/07/2025	Water Plus	13	22.22	22.22		501			Cem Water - Jun-Jul 25
29/07/2025	PHS Group plc	14	448.14	448.14		501			Castle St Sanitary Bins Aug-Oc
29/07/2025	Water Plus	24	171.55	171.55		501			Smithfield Water - Jun 25
29/07/2025	Water Plus	25	16.95	16.95		501			Linney Toi Water - Jun-Jul 25
29/07/2025	Siemens Financial Servcies Ltd	27	226.80	226.80		501			Photocopier Rental
31/07/2025	Ludlow Town Council Payroll	23	615.39	615.39		501			Payroll - Jul 25

Continued on Page 8

Total Payments for Month	70,874.10	60,292.64	0.00	10,581.46
Balance Carried Fwd	1,395,934.23			
Cashbook Totals	<u>1,466,808.33</u>	<u>60,292.64</u>	<u>0.00</u>	<u>1,406,515.69</u>

Item 10b

Reconciliation – June 2025

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	30/06/2025	3	1,428,481.09
60664030 - Current Account	30/06/2025	3	1,000.00
			<u>1,429,481.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,429,481.09
<u>Unpresented Receipts (Plus)</u>			
27/06/2025		34.00	
28/06/2025		46.00	
29/06/2025		60.00	
30/06/2025		68.00	
			<u>208.00</u>
			1,429,689.09
		Balance per Cash Book is :-	1,429,689.09
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10b

Reconciliation – July 2025

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	31/07/2025	4	1,394,874.23
60664030 - Current Account	31/07/2025	4	1,000.00
			<u>1,395,874.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,395,874.23
<u>Unpresented Receipts (Plus)</u>			
30/07/2025		20.00	
31/07/2025		40.00	
			<u>60.00</u>
			1,395,934.23
		Balance per Cash Book is :-	1,395,934.23
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10c

Barclaycard Payments, Income & Reconciliation – June 2025

Receipts for Month 3			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>
	Banked: 13/06/2025	3,856.61						
1	Barclays Combined	3,856.61			201		3,856.61	Barclaycard
Total Receipts for Month		3,856.61	0.00	0.00			3,856.61	
Balance Carried Fwd		291.57						
Cashbook Totals		4,148.18	0.00	0.00			4,148.18	

Date: 22/08/2025

Ludlow Town Council Current Year - 2025-26

Page: 2

Time: 14:36

Cashbook 5

User: LJ

Barclaycard

For Month No: 3

Payments for Month 3

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 Detail</u>
Balance Brought Fwd :			264.90					264.90	
17/04/2025	Hydrajaws Ltd	7	105.00		17.50	4158	111	87.50	Eyelet Tester Calibration
18/04/2025	Shropshire Council	1	80.00		13.33	4227	201	66.67	Parking Permits - 17/04/25
19/04/2025	Shropshire Council	2	80.00		13.33	4227	201	66.67	Parking Permits - 18/04/25
20/04/2025	Shropshire Council	3	80.00		13.33	4227	201	66.67	Parking Permits - 19/04/25
20/04/2025	Survey Monkey	4	384.00			4023	101	384.00	Annual SurveyMonkey Sub
22/04/2025	Amazon	5	42.70		7.10	4091	110	35.60	Shaping Lives - Frying Pans x5
22/04/2025	Shropshire Council	6	60.00		10.00	4227	201	50.00	Parking Permits - 21/04/25
24/04/2025	Shropshire Council	9	76.00		12.67	4227	201	63.33	Parking Permits - 23/04/25
26/04/2025	Shropshire Council	12	80.00		13.33	4227	201	66.67	Parking Permits - 25/04/25
27/04/2025	Shropshire Council	13	80.00		13.33	4227	201	66.67	Parking Permits - 26/04/25
28/04/2025	Shropshire Council	14	80.00		13.33	4227	201	66.67	Parking Permits - 27/04/25
28/04/2025	Later Canada	15	372.51		59.97	4023	101	312.54	Annual Sub Later.com
29/04/2025	Love You Local Market	16	161.98		27.00	4030	201	134.98	Banners & Stickers
29/04/2025	Shropshire Council	17	72.00		12.00	4227	201	60.00	Parking Permits - 28/04/25
01/05/2025	uCheck	19	35.90		2.40	4009	101	33.50	DBS Check - CA
01/05/2025	uCheck	20	35.90		2.40	4009	101	33.50	DBS Check - AL
01/05/2025	uCheck	21	35.90		2.40	4009	101	33.50	DBS Check - JR
01/05/2025	HSEDocs.com	23	77.88		12.98	4009	101	64.90	Food Safety Lvl 2 Training
01/05/2025	Applegreen Ludlow	22	80.88		13.48	4320	500	67.40	Fuel - LD23 TLT
02/05/2025	Amazon	25	29.86		4.98	4091	110	24.88	Shaping Lives - Kitchen Knives
02/05/2025	Amazon	25	53.74		8.96	4222	119	44.78	BX Merch Display Frames x4
02/05/2025	Taste @ No. 1	26	15.00			4017	101	15.00	BX Volunteers Refreshments
06/05/2025	Essential Site Skills	27	180.00		30.00	4009	101	150.00	Scaffold Inspection Course MH
07/05/2025	Boots UK Ltd	28	7.50			4210	105	7.50	Councillors Gloves
08/05/2025	Amazon	31	18.48		3.08	4022	101	15.40	Long Arm Stapler
08/05/2025	Shropshire Council	32	80.00		13.33	4227	201	66.67	Parking Permits - 07/05/25
08/05/2025	Tesco	29	3.00		0.50	4091	110	2.50	Shaping Lives - Tin Opener
08/05/2025	Tesco	30	3.10			4091	110	3.10	Shaping Lives - Milk
09/05/2025	Shropshire Council	34	80.00		13.33	4227	201	66.67	Parking Permits - 08/05/25
10/05/2025	Shropshire Council	36	80.00		13.33	4227	201	66.67	Parking Permits - 09/05/25
11/05/2025	Shropshire Council	37	80.00		13.33	4227	201	66.67	Parking Permits - 10/05/25

Continued on Page 3

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/05/2025	Shropshire Council	38	80.00		13.33	4227	201	66.67	Parking Permits - 11/05/25
12/05/2025	Amazon	39	23.57		3.94	4354	302	19.63	5mph Speed Limit Sign x2
13/05/2025	Amazon	42	31.98		5.33	4026	101	26.65	Sack Truck
13/05/2025	Shropshire Council	43	72.00		12.00	4227	201	60.00	Parking Permits - 12/05/25
13/05/2025	Adobe Systems Software Ireland	40	47.48			4612	121	47.48	Creative Cloud Subscription
14/05/2025	OLP Online Playgrounds	33	27.84		4.64	4608	411	23.20	Playground Oilte Bush x4
14/05/2025	Boots	45	10.00			4210	105	10.00	Councillors Gloves
14/05/2025	Ayra Group Ltd	46	159.02		26.50	4320	500	132.52	Fuel - LD23 TLT
15/05/2025	Shropshire Council	47	80.00		13.33	4227	201	66.67	Parking Permits - 14/05/25
16/05/2025	Shropshire Council	50	80.00		13.33	4227	201	66.67	Parking Permits - 15/05/25
16/05/2025	Zoom Video Communications Inc.	49	15.59		2.60	4612	121	12.99	Zoom Monthly Fee
17/05/2025	uCheck	48	35.90		2.40	4009	101	33.50	DBS Check - GW
17/05/2025	Shropshire Council	51	80.00		13.33	4227	201	66.67	Parking Permits - 17/05/25
18/05/2025	Shropshire Council	52	80.00		13.33	4227	201	66.67	Parking Permits - 17/05/25
12/06/2025	Electric Vehicle Charging	41	36.92			203		36.92	EV Charging
14/06/2025	Electric Vehicle Charging	45	30.17			203		30.17	EV Charging
19/06/2025	Electric Vehicle Charging	2	19.11			203		19.11	EV Charging
24/06/2025	Electric Vehicle Charging	9	28.50			203		28.50	EV Charging
24/06/2025	Electric Vehicle Charging	10	50.59			203		50.59	EV Charging
25/06/2025	Start Traffic Ltd	10	125.64		20.94	4323	500	104.70	Traffic Cones x10
25/06/2025	Shropshire Council	11	80.00		13.33	4227	201	66.67	Parking Permits - 24/04/25
30/06/2025	Electric Vehicle Charging	34	37.64			203		37.64	EV Charging
Total Payments for Month			3,883.28	0.00	519.05			3,364.23	
Cashbook Totals			4,148.18	0.00	519.05			3,629.13	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	30/06/2025	3	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
23/05/2025 11 Electric Vehicle Charging		14.77	
25/05/2025 12 Electric Vehicle Charging		12.76	
27/05/2025 13 Electric Vehicle Charging		30.14	
28/05/2025 14 Electric Vehicle Charging		30.97	
12/06/2025 41 Electric Vehicle Charging		36.92	
14/06/2025 45 Electric Vehicle Charging		30.17	
19/06/2025 2 Electric Vehicle Charging		19.11	
24/06/2025 9 Electric Vehicle Charging		28.50	
24/06/2025 10 Electric Vehicle Charging		50.59	
30/06/2025 34 Electric Vehicle Charging		37.64	
			<u>291.57</u>
			-291.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-291.57
		Balance per Cash Book is :-	-291.57
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
07/04/2025 32 Amazon		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10c

Barclaycard Payments, Income & Reconciliation – July 2025

Receipts for Month 4				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>
	Banked: 29/05/2025	171.05						
	Majestic Wine Ludlow	171.05		28.51	4201	105	142.54	MM Glass/Prosecco Refund
	Banked: 14/07/2025	3,388.29						
BCARD	Barclays Combined	3,388.29			201		3,388.29	Barclaycard
Total Receipts for Month		3,559.34	0.00	28.51			3,530.83	
Balance Carried Fwd		269.87						
Cashbook Totals		3,829.21	0.00	28.51			3,800.70	

Date: 22/08/2025

Ludlow Town Council Current Year - 2025-26

Page: 2

Time: 14:37

Cashbook 5

User: LJ

Barclaycard

For Month No: 4

Payments for Month 4

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 Detail</u>
Balance Brought Fwd :			291.57					291.57	
20/05/2025	Shropshire Council	1	80.00		13.33	1040	201	66.67	Parking Permits - 19/05/25
21/05/2025	Tesco	2	1.10			4091	110	1.10	Shaping Lives Grant - Passata
21/05/2025	Tesco	3	1.65			4091	110	1.65	Shaping Lives Grant - Ham/Pitta
21/05/2025	ECL Plastics Ltd	4	68.10		11.35	4200	105	56.75	Mayor's Charity Box Labels
22/05/2025	Shropshire Council	5	80.00		13.33	4227	201	66.67	Parking Permits - 21/05/25
23/05/2025	Majestic Wine Ludlow	7	273.00		45.50	4201	105	227.50	MM Glass Hire & Prosecco
23/05/2025	Shropshire Council	8	80.00		13.33	4227	201	66.67	Parking Permits - 22/05/25
24/05/2025	Shropshire Council	9	80.00		13.33	4227	201	66.67	Parking Permits - 23/05/25
25/05/2025	Shropshire Council	11	80.00		13.33	4227	201	66.67	Parking Permits - 24/05/25
26/05/2025	Shropshire Council	12	80.00		13.33	4227	201	66.67	Parking Permits - 25/05/25
27/05/2025	Castle Gallery	14	135.00			4209	105	135.00	MM Civic Award Framing x5
27/05/2025	Maries of Ludlow	15	30.00		5.00	4210	105	25.00	Mayor's Robe Shortening
27/05/2025	Shropshire Council	17	60.00			4055	101	60.00	Streetworks Rd Space Booking
27/05/2025	Tesco	18	31.12		5.19	4201	105	25.93	MM Refreshments
27/05/2025	Shropshire Council	13	80.00		13.33	4227	201	66.67	Parking Permits - 26/05/25
28/05/2025	Royal Mail	21	85.00			4021	101	85.00	Postage Stamps - 1st Class
28/05/2025	CPA Horticulture	20	183.14		30.52	4222	410	152.62	Housman Playground Bark
29/05/2025	Ayra Group Ltd	23	144.49		24.08	4320	500	120.41	Fuel - LD23 TLT
29/05/2025	Amazon	25	23.35		3.89	4322	500	7.98	First Aid Kit x3
						4026	101	11.48	SD Card Reader
29/05/2025	Shropshire Council	24	80.00		13.33	4227	201	66.67	Parking Permits - 28/05/25
30/05/2025	Shropshire Council	26	68.00		11.33	4227	201	56.67	Parking Permits - 29/05/25
31/05/2025	Shropshire Council	27	80.00		13.33	4227	201	66.67	Parking Permits - 30/05/25
01/06/2025	Shropshire Council	28	80.00		13.33	4227	201	66.67	Parking Permits - 31/05/25
03/06/2025	Shropshire Council	29	72.00		12.00	4227	201	60.00	Parking Permits - 02/06/25
05/06/2025	Shropshire Council	30	80.00		13.33	4227	201	66.67	Parking Permits - 04/06/25
06/06/2025	Shropshire Council	31	80.00		13.33	4227	201	66.67	Parking Permits - 05/06/25
07/06/2025	Shropshire Council	32	80.00		13.33	4227	201	66.67	Parking Permits - 06/06/25
08/06/2025	Shropshire Council	33	80.00		13.33	4227	201	66.67	Parking Permits - 07/06/25

Continued on Page 3

Date: 22/08/2025

Ludlow Town Council Current Year - 2025-26

Page: 3

Time: 14:37

Cashbook 5

User: LJ

Barclaycard

For Month No: 4

Payments for Month 4

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 Detail</u>
09/06/2025	Shropshire Council	35	80.00		13.33	4227	201	66.67	Parking Permits - 08/06/25
09/06/2025	Microsoft 365 Family	36	104.99			4612	121	104.99	Microsoft 365 Family
10/06/2025	Shropshire Council	37	80.00		13.33	4227	201	66.67	Parking Permits - 09/06/25
10/06/2025	Tesco	38	47.68			4091	110	47.68	Shaping Lives Grant - Food
12/06/2025	Till Rolls.co.uk	39	114.48		19.08	4022	101	95.40	Mkt Till Rolls
12/06/2025	Amazon	40	12.99		2.16	4022	101	10.83	Mkt Receipt Books
12/06/2025	Shropshire Council	42	80.00		13.33	4227	201	66.67	Parking Permits - 11/06/25
13/06/2025	Adobe Systems Software Ireland	43	47.48			4612	121	47.48	Creative Cloud Subscription
13/06/2025	Shropshire Council	44	80.00		13.33	4227	201	66.67	Parking Permits - 12/06/25
14/06/2025	Shropshire Council	46	80.00		13.33	4227	201	66.67	Parking Permits - 13/06/25
15/06/2025	Amazon	47	7.56		1.26	4210	105	6.30	Mourning Arm Bands
15/06/2025	Amazon	47	10.08		1.68	4210	105	8.40	Mourning Ties
15/06/2025	Amazon	47	4.71		0.78	4210	105	3.93	Mourning Box Frame
15/06/2025	Shropshire Council	48	80.00		13.33	4227	201	66.67	Parking Permits - 14/06/25
16/06/2025	Zoom Video Communications Inc.	49	15.59		2.60	4023	101	12.99	Zoom Monthly Subscription
16/06/2025	TCG Ludlow	50	125.26		20.88	4320	500	104.38	Fuel - LD23 TLT
16/06/2025	Correction	50	-125.26		-20.88	4320	500	-104.38	Correction
16/06/2025	TGC Ludlow	50	125.56		20.93	4320	500	104.63	Fuel - LD23 TLT
17/06/2025	Shropshire Council	51	80.00		13.33	4227	201	66.67	Parking Permits - 16/06/25
18/06/2025	Engraving Studios	52	18.90		2.66	4501	302	16.24	Mem Bench Plaque
01/07/2025	Electric Vehicle Charging	1	49.03			203		49.03	EV CHarging
03/07/2025	Electric Vehicle Charging	2	46.01			203		46.01	EV Charging
08/07/2025	Electric Vehicle Charging	3	37.35			203		37.35	EV Charging
29/07/2025	Electric Vehicle Charging	4	39.28			203		39.28	EV Charging

Total Payments for Month

3,537.64

0.00

479.94

3,057.70

Cashbook Totals

3,829.21

0.00

479.94

3,349.27

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/07/2025	4	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
19/06/2025 2	Electric Vehicle Charging	19.11	
24/06/2025 9	Electric Vehicle Charging	28.50	
24/06/2025 10	Electric Vehicle Charging	50.59	
01/07/2025 1	Electric Vehicle Charging	49.03	
03/07/2025 2	Electric Vehicle Charging	46.01	
08/07/2025 3	Electric Vehicle Charging	37.35	
29/07/2025 4	Electric Vehicle Charging	39.28	
			<u>269.87</u>
			-269.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-269.87
		Balance per Cash Book is :-	-269.87
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
07/04/2025 32	Amazon	0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10d

PayPal Payments, Income & Reconciliation – June 2025

Receipts for Month 3				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>
	Balance Brought Fwd :	569.08					569.08
	Banked: 30/06/2025	3,496.50					
	Market Rents	3,496.50			1037	201	1,580.50 Market Rents - C&C
					1038	201	1,145.00 Market Rents - F&C
					1028	201	51.00 Market Rents - Charity
					1037	201	720.00 Market Rents - Food Fest
Total Receipts for Month		3,496.50	0.00	0.00			3,496.50
Cashbook Totals		<u>4,065.58</u>	<u>0.00</u>	<u>0.00</u>			<u>4,065.58</u>

Payments for Month 3				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 Detail</u>
12/06/2025	Barclays Combined	1	480.20			201		480.20	PayPal Withdrawal
18/06/2025	Barclays Combined	2	2,555.90			201		2,555.90	PayPal Withdrawal
30/06/2025	PayPal	DDR	134.60			4327	104	134.60	Commission Fee
Total Payments for Month			3,170.70	0.00	0.00			3,170.70	
Balance Carried Fwd			894.88						
Cashbook Totals			4,065.58	0.00	0.00			4,065.58	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	30/06/2025	3	894.88
			<u>894.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			894.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			894.88
		Balance per Cash Book is :-	894.88
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10d

PayPal Payments, Income & Reconciliation– July 2025

Receipts for Month 4				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>
	Balance Brought Fwd :	894.88					894.88
	Banked: 31/07/2025	879.00					
	Market Rents	879.00			1037	201	40.00 Market Rents - Food Fest
					1037	201	489.00 Market Rents - C&C
					1038	201	350.00 Market Rents - F&C
Total Receipts for Month		879.00	0.00	0.00			879.00
Cashbook Totals		<u>1,773.88</u>	<u>0.00</u>	<u>0.00</u>			<u>1,773.88</u>

Payments for Month 4				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 Detail</u>
31/07/2025	PayPal	DDR	36.24			4327	104	36.24	Commisision Charge
Total Payments for Month			36.24	0.00	0.00			36.24	
Balance Carried Fwd			1,737.64						
Cashbook Totals			1,773.88	0.00	0.00			1,773.88	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/07/2025	4	1,737.64
			<u>1,737.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,737.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,737.64
		Balance per Cash Book is :-	1,737.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10e

Petty Cash Payments, Income & Reconciliation – June 2025

Receipts for Month 3				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>
Balance Brought Fwd :		68.95					68.95	
Banked: 19/06/2025		162.73						
1	Income Cashbook	162.73			205		162.73	Petty Cash Restore
Total Receipts for Month		162.73	0.00	0.00			162.73	
Cashbook Totals		231.68	0.00	0.00			231.68	

Date: 22/08/2025

Ludlow Town Council Current Year - 2025-26

Page: 2

Time: 14:35

Cashbook 3

User: LJ

Petty Cash

For Month No: 3

Payments for Month 3

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 Detail</u>
02/06/2025	Spar	13	2.30			4032	101	2.30	Newspapers
02/06/2025	Spar	14	2.30			4032	101	2.30	Newspapers
04/06/2025	Amazon	15	8.79		1.47	4026	101	7.32	SD Card Reader
04/06/2025	CK Mobile Care	16	10.00			4026	101	10.00	Mobile Phone Cable
05/06/2025	Spar	17	2.30			4032	101	2.30	Newspapers
13/06/2025	Pot Luck	18	5.99			4210	105	5.99	Mourning Plastic Box
27/06/2025	Savers	1	4.57			4319	303	4.57	BX Cleaning Supplies
27/06/2025	Pot Luck	2	9.96			4202	105	9.96	MS Catering Supplies
30/06/2025	Spar	3	12.66			4017	101	12.66	Cllr Training Refreshments
30/06/2025	Correction	CORRECTION	-12.66			4017	101	-12.66	Correction
30/06/2025	Spar	3	7.37			4017	101	7.37	Cllr Training Refreshments
30/06/2025	Correction	CORRECTION	-0.03			4017	101	-0.03	Correction
Total Payments for Month			53.55	0.00	1.47			52.08	
Balance Carried Fwd			178.13						
Cashbook Totals			231.68	0.00	1.47			230.21	

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2025	3	178.13
			<u>178.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			178.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			178.13
		Balance per Cash Book is :-	178.13
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10e

Petty Cash Payments, Income & Reconciliation – July 2025

Receipts for Month 4				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>
	Balance Brought Fwd :	178.13					178.13	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>178.13</u>	<u>0.00</u>	<u>0.00</u>			<u>178.13</u>	

Payments for Month 4				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 Detail</u>
02/07/2025	Home Decor Telford	4	6.00			4202	105	6.00	MS Catering Supplies
02/07/2025	The Range	5	5.48		0.91	4202	105	4.57	MS Catering Supplies
02/07/2025	Tesco	6	2.25		0.38	4202	105	1.87	MS - Paper Plates
02/07/2025	B&M Retail Ltd	7	2.00		0.33	4202	105	1.67	MS Catering Supplies
02/07/2025	Amazon	8	5.97		1.00	4062	101	4.97	Seed Envelopes -Climate Action
03/07/2025	Mr A Singh	9	2.00			4303	410	2.00	Tap Fitting - Gorilla Gardener
07/07/2025	Tesco	10	15.18		0.05	4222	401	15.13	Henley Rd Helpers Refreshments
07/07/2025	Spar	11	2.30			4032	101	2.30	Newspapers
07/07/2025	Spar	12	2.30			4032	101	2.30	Newspapers
14/07/2025	Spar	13	2.30			4032	101	2.30	Newspapers
17/07/2025	Councillors Refreshments	14	4.66			4017	101	4.66	Councillors Refreshments
21/07/2025	Spar	15	2.30			4032	101	2.30	Newspapers
Total Payments for Month			52.74	0.00	2.67			50.07	
Balance Carried Fwd			125.39						
Cashbook Totals			178.13	0.00	2.67			175.46	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2025	4	125.39
			<u>125.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			125.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			125.39
		Balance per Cash Book is :-	125.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10f

Public Sector Deposit Fund Payments, Income & Reconciliation – June 2025

Receipts for Month 3					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>
Balance Brought Fwd :		841,469.64					841,469.64	
Banked: 03/06/2025		3,095.24						
Public Sector Deposit Fund		3,095.24			1196	101	3,095.24	Interest Reinvested
Total Receipts for Month		3,095.24	0.00	0.00			3,095.24	
Cashbook Totals		844,564.88	0.00	0.00			844,564.88	

Payments for Month 3				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 Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		844,564.88						
	Cashbook Totals		844,564.88	0.00	0.00			844,564.88	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/06/2025	3	844,564.88
			<u>844,564.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			844,564.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			844,564.88
		Balance per Cash Book is :-	844,564.88
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10f

Public Sector Deposit Fund Payments, Income & Reconciliation – July 2025

Receipts for Month 4					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>
Balance Brought Fwd :		844,564.88					844,564.88	
Banked: 02/07/2025		2,967.54						
Public Sector Deposit Fund		2,967.54			1196	101	2,967.54	Interest Reinvested
Total Receipts for Month		2,967.54	0.00	0.00			2,967.54	
Cashbook Totals		847,532.42	0.00	0.00			847,532.42	

Payments for Month 4				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 Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		847,532.42						
	Cashbook Totals		847,532.42	0.00	0.00			847,532.42	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/07/2025	4	847,532.42
			<u>847,532.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			847,532.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			847,532.42
		Balance per Cash Book is :-	847,532.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10g

Income Payments, Income & Reconciliation – June 2025

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	188.37					188.37	
	Banked: 04/06/2025	2,258.50						
	Market Rents	180.00			1037	201	180.00	Market Rents - 29/05/25 C&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 29/05/25
	Parking Permits	68.00		11.33	1040	201	56.67	Parking Permits - 29/05/25
	Market Rents	418.50			1020	201	418.50	Market Rents - 30/05/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 30/05/25
	Electricity	25.00		4.17	1022	201	20.83	Electricity - 30/05/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 30/05/25
	Market Rents	598.75			1020	201	598.75	Market Rents - 31/05/25
	BX Market Rents	20.00			1003	201	20.00	BX Market Rents - 31/05/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 31/05/25
	Market Rents	200.50			1020	201	200.50	Market Rents - 02/06/25
	Electricity	18.50		3.08	1022	201	15.42	Electricity - 02/06/25
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 02/06/25
	A Siddons	39.00			1018	101	39.00	Street Trading Permit No. 893
	Toilet Coin Boxes	161.90		26.98	1174	303	134.92	Toilet Coin Boxes - 03/06/25
	W Griffin	131.00			1051	401	131.00	Mem Fee -AEJ Pearman J/14/2354
	BX Museum Sales	12.20		2.03	1008	119	10.17	BX Museum Sales - 30/05/25
	BX Museum Tickets	22.60			1006	119	22.60	BX Museum Tickets - 30/05/25
	BX Museum Sales	34.95		5.82	1008	119	29.13	BX Museum Sales - 31/05/25
	BX Museum Tickets	16.60			1006	119	16.60	BX Museum Tickets - 31/05/25
	BX Museum Sales	26.60		4.43	1008	119	22.17	BX Museum Sales - 01/06/25
	BX Museum Tickets	3.40			1006	119	3.40	BX Museum Tickets - 01/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 31/05/25
	Banked: 09/06/2025	2,603.75						
	Market Rents	275.50			1020	201	275.50	Market Rents - 04/06/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 04/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 04/06/25
	Linney Parking Meter	184.00		30.67	1075	411	153.33	Linney Parking Meter 05/06/25
	The Old Bakehouse	300.00			1018	101	300.00	Street Trading Permit No. 894
	The Old Bakehouse	75.00		12.50	1022	201	62.50	Electricity - Street Trade 894
	Market Rents	216.00			1037	201	216.00	Market Rents - 05/06/25 C&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 05/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 05/06/25
	Market Rents	358.00			1020	201	358.00	Market Rents - 06/06/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 06/06/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 06/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 06/06/25
	Market Rents	567.75			1020	201	567.75	Market Rents - 07/06/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 07/06/25
	Electricity	25.50		4.25	1022	201	21.25	Electricity - 07/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 07/06/25
	Market Rents	28.00			1037	201	28.00	Market Rents - 08/06/25 C&C
	Electricity	13.00		2.17	1022	201	10.83	Electricity - 08/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 08/06/25
	A Siddons	39.00			1018	101	39.00	Street Trading Permit No. 895
	Banked: 12/06/2025	1,072.45						

Receipts for Month 3

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>
	Linney Parking Meter	151.90		25.32	1075	411	126.58	Linney Parking Meter 12/06/25
	Market Rents	272.00			1020	201	272.00	Market Rents - 11/06/25
	Electricity	12.50		2.08	1022	201	10.42	Electricity - 11/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 11/06/25
	Toilet Coin Boxes	140.10		23.35	1174	303	116.75	Toilet Coin Boxes - 11/06/25
	Market Rents	224.00			1020	201	224.00	Market Rents - 09/06/25
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 09/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 09/06/25
	BX Museum Sales	17.70		2.45	1008	119	15.25	BX Museum Sales - 06/06/25
	BX Museum Tickets	3.00			1006	119	3.00	BX Museum Tickets - 06/06/25
	BX Museum Sales	10.25		1.71	1008	119	8.54	BX Museum Sales - 07/06/25
	BX Museum Tickets	42.00			1006	119	42.00	BX Museum Tickets - 07/06/25
	BX Museum Donations	1.00			1007	119	1.00	BX Museum Donations - 07/06/25
	BX Museum Donations	6.14			1007	119	6.14	BX Museum Donations - 08/06/25
	BX Museum Tickets	14.86			1006	119	14.86	BX Museum Tickets - 08/06/25
	Banked: 19/06/2025	2,601.80						
	Friends of Ludlow Museum	181.00	181.00		101			Sales Recpts Page 752
	Market Rents	399.00			1020	201	399.00	Market Rents - 13/06/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 13/06/25
	Electricity	19.50		3.25	1022	201	16.25	Electricity - 13/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 13/06/25
	Market Rents	693.00			1020	201	693.00	Market Rents - 14/06/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 14/06/25
	Electricity	17.50		2.92	1022	201	14.58	Electricity - 14/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 14/06/25
	Market Rents	156.50			1020	201	156.50	Market Rents - 16/06/25
	Electricity	19.50		3.25	1022	201	16.25	Electricity - 16/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 16/06/25
	Market Rents	122.00			1020	201	122.00	Market Rents - 18/06/25
	Electricity	14.00		2.33	1022	201	11.67	Electricity - 18/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 18/06/25
	K Biddle	117.50			1037	201	117.50	Market Rents - C&C
	Linney Parking Meter	190.25		31.71	1075	411	158.54	Linney Parking Meter 19/06/25
	Toilet Coin Boxes	149.50		24.92	1174	303	124.58	Toilet Coin Boxes - 18/06/25
	N Gumbs	47.00			1037	201	47.00	Market Rents - C&C
	BX Museum Sales	6.70		0.62	1008	119	6.08	BX Museum Sales - 13/06/25
	BX Museum Tickets	22.70			1006	119	22.70	BX Museum Tickets - 13/06/25
	BX Museum Sales	11.00		1.83	1008	119	9.17	BX Museum Sales - 14/06/25
	BX Museum Tickets	11.80			1006	119	11.80	BX Museum Tickets - 14/06/25
	BX Museum Sales	0.75		0.12	1008	119	0.63	BX Museum Sales - 15/06/25
	BX Museum Tickets	15.60			1006	119	15.60	BX Museum Tickets - 15/06/25
	The Bakehouse	9.00		1.50	1171	201	7.50	Mkt PAT Testing
	Banked: 26/06/2025	2,617.80						
	Market Rents	251.00			1020	201	251.00	Market Rents - 25/06/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 25/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 25/06/25
	Toilet Coin Boxes	137.85		22.98	1174	303	114.87	Toilet Coin Boxes - 25/06/25
	Market Rents	187.50			1020	201	187.50	Market Rents - 23/06/25

Receipts for Month 3

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>
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 23/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 23/06/25
	BX Museum Donations	0.60			1007	119	0.60	BX Museum Donations - 20/06/25
	BX Museum Tickets	14.40			1006	119	14.40	BX Museum Tickets - 20/06/25
	BX Museum Sales	25.70		4.28	1008	119	21.42	BX Museum Sales - 21/06/25
	BX Museum Donations	6.40			1007	119	6.40	BX Museum Donations - 21/06/25
	BX Museum Tickets	17.90			1006	119	17.90	BX Museum Tickets - 21/06/25
	BX Museum Sales	2.75		0.46	1008	119	2.29	BX Museum Sales - 22/06/25
	BX Museum Donations	1.25			1007	119	1.25	BX Museum Donations - 22/06/25
	BX Museum Tickets	22.20			1006	119	22.20	BX Museum Tickets - 22/06/25
	Market Rents	106.50			1037	201	106.50	Market Rents - 22/06/25 C&C
	Electricity	13.00		2.17	1022	201	10.83	Electricity - 22/06/25
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 22/06/25
	Market Rents	564.75			1020	201	564.75	Market Rents - 21/06/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 21/06/25
	Electricity	24.00		4.00	1022	201	20.00	Electricity - 21/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 21/06/25
	Market Rents	439.00			1020	201	439.00	Market Rents - 20/06/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 20/06/25
	Electricity	12.50		2.08	1022	201	10.42	Electricity - 20/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 20/06/25
	Market Rents	205.00			1038	201	205.00	Market Rents - 19/06/25
	Electricity	5.50		0.92	1022	201	4.58	Electricity - 19/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 19/06/25
Total Receipts for Month		11,154.30	181.00	558.95			10,414.35	
Cashbook Totals		<u>11,342.67</u>	<u>181.00</u>	<u>558.95</u>			<u>10,602.72</u>	

Payments for Month 3				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 Detail</u>
04/06/2025	Barclays Combined	1	2,280.00			201		2,280.00	Income
05/06/2025	Barclays Combined	2	131.00			201		131.00	Income
09/06/2025	Barclays Combined	3	2,600.00			201		2,600.00	Income
12/06/2025	Barclays Combined	4	905.00			201		905.00	Income
19/06/2025	Petty Cash	1	162.73			220		162.73	Petty Cash Restore
19/06/2025	Barclays Combined	5	2,260.00			201		2,260.00	Income
20/06/2025	Barclays Combined	6	181.00			201		181.00	Income
26/06/2025	Barclays Combined	7	2,785.00			201		2,785.00	Income
Total Payments for Month			11,304.73	0.00	0.00			11,304.73	
Balance Carried Fwd			37.94						
Cashbook Totals			11,342.67	0.00	0.00			11,342.67	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	30/06/2025	3	37.94
			<u>37.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			37.94
		Balance per Cash Book is :-	37.94
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10g

Income Payments, Income & Reconciliation – July 2025

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	37.94					37.94	
	Banked: 09/06/2025	2,537.20						
	Market Rents	198.50			1020	201	198.50	Market Rents - 02/07/25
	Electricity	16.50		2.75	1022	201	13.75	Electricity - 02/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 02/07/25
	Linney Parking Meter	242.00		40.33	1075	411	201.67	Linney Parking Meter 03/07/25
	Market Rents	241.00			1037	201	241.00	Market Rents - 03/07/25 C&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 03/07/25
	Parking Permits	64.00		10.67	1040	201	53.33	Parking Permits - 03/07/25
	Market Rents	220.50			1020	201	220.50	Market Rents - 04/07/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 04/07/25
	Electricity	20.50		3.42	1022	201	17.08	Electricity - 04/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 04/07/25
	Market Rents	588.00			1020	201	588.00	Market Rents - 05/07/25
	BX Market Rents	20.00			1003	201	20.00	BX Market Rents - 05/07/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 05/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 05/07/25
	Market Rents	272.00			1020	201	272.00	Market Rents - 07/07/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 07/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 07/07/25
	BX Museum Sales	30.50		5.08	1008	119	25.42	BX Museum Sales - 04/07/25
	BX Museum Donations	4.00			1007	119	4.00	BX Museum Donations - 04/07/25
	BX Museum Tickets	2.90			1006	119	2.90	BX Museum Tickets - 04/07/25
	BX Museum Sales	20.00		3.33	1008	119	16.67	BX Museum Sales - 05/07/25
	BX Museum Donations	0.60			1007	119	0.60	BX Museum Donations - 05/07/25
	BX Museum Tickets	12.60			1006	119	12.60	BX Museum Tickets - 05/07/25
	Toilet Coin Boxes	179.60		29.93	1174	303	149.67	Toilet Coin Boxes - 09/07/25
	Banked: 02/07/2025	2,816.60						
	Linney Parking Meter	222.00		37.00	1075	411	185.00	Linney Parking Meter 26/06/25
	Market Rents	424.50			1020	201	424.50	Market Rents - 27/06/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 27/06/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 27/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 27/06/25
	Market Rents	628.50			1020	201	628.50	Market Rents - 28/06/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 28/06/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 28/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 28/06/25
	Market Rents	271.00			1037	201	271.00	Market Rents - 29/06/25 C&C
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 29/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 29/06/25
	G Hemming	392.00			1038	201	174.00	Market Rents - F&C
					1037	201	200.00	Market Rents - C&C
					1028	201	18.00	Market Rents - Mayor's Charity
	Toilet Coin Boxes	104.65		17.44	1174	303	87.21	Toilet Coin Boxes - 30/06/25
	Market Rents	241.00			1020	201	241.00	Market Rents - 30/06/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 30/06/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 30/06/25
	BX Museum Sales	4.40		0.73	1008	119	3.67	BX Museum Sales - 27/06/25
	BX Museum Tickets	14.80			1006	119	14.80	BX Museum Tickets - 27/06/25

Receipts for Month 4

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>
	BX Museum Donations	2.60			1007	119	2.60	BX Museum Donations - 28/06/25
	BX Museum Tickets	5.80			1006	119	5.80	BX Museum Tickets - 28/06/25
	BX Museum Donations	5.00			1007	119	5.00	BX Museum Donations - 29/06/25
	BX Museum Tickets	13.35			1006	119	13.35	BX Museum Tickets - 29/06/25
	Banked: 14/07/2025	1,833.15						
	Linney Parking Meter	154.30		25.72	1075	411	128.58	Linney Parking Meter 09/07/25
	Market Rents	251.00			1020	201	251.00	Market Rents - 09/07/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 09/07/25
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 09/07/25
	Coding Correction	-177.00			1023	201	-177.00	Coding Correction
	S Odell	153.00			1023	201	153.00	Market Rents - Music Fest
	S Odell	24.00		4.00	1022	201	20.00	Electricity - Music Fest
	A Siddons	39.00			1018	101	39.00	Street Trading Permit No. 896
	Market Rents	358.00			1020	201	358.00	Market Rents - 11/07/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 11/07/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 11/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 11/07/25
	Market Rents	500.25			1020	201	500.25	Market Rents - 12/07/25
	BX Market Rents	20.00			1003	201	20.00	BX Market Rents - 12/07/25
	Electricity	26.50		4.42	1022	201	22.08	Electricity - 12/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 12/07/25
	Toilet Coin Boxes	94.55		15.76	1174	303	78.79	Toilet Coin Boxes - 14/07/25
	BX Museum Donations	2.60			1007	119	2.60	BX Museum Donations - 11/07/25
	BX Museum Tickets	27.60			1006	119	27.60	BX Museum Tickets - 11/07/25
	BX Museum Donations	1.60			1007	119	1.60	BX Museum Donations - 12/07/25
	BX Museum Sales	19.40		3.23	1008	119	16.17	BX Museum Sales - 12/07/25
	BX Museum Tickets	4.95			1006	119	4.95	BX Museum Tickets - 12/07/25
	BX Museum Donations	5.00			1007	119	5.00	BX Museum Donations - 13/07/25
	BX Museum Sales	1.00		0.17	1008	119	0.83	BX Museum Sales - 13/07/25
	BX Museum Tickets	20.40			1006	119	20.40	BX Museum Tickets - 13/07/25
	Banked: 21/07/2025	2,898.60						
	Market Rents	199.50			1020	201	199.50	Market Rents - 14/07/25
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 14/07/25
	Parking Permits	68.00		11.33	1040	201	56.67	Parking Permits - 14/07/25
	Market Rents	294.00			1020	201	294.00	Market Rents - 16/07/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 16/07/25
	Electricity	13.50		2.25	1022	201	11.25	Electricity - 16/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 16/07/25
	Linney Parking Meter	244.00		40.67	1075	411	203.33	Linney Parking Meter 17/07/25
	A Siddons	22.00			1018	101	22.00	Street Trading Permit No. 899
	G Webster	153.00			1023	201	153.00	Market Rents - Music Fest
	G Webster	24.00		4.00	1022	201	20.00	Electricity - Music Fest
	Market Rents	158.00			1038	201	158.00	Market Rents - 17/07/25 C&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 17/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 17/07/25
	Market Rents	408.00			1020	201	408.00	Market Rents - 18/07/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 18/07/25
	Electricity	19.00		3.17	1022	201	15.83	Electricity - 18/07/25

Receipts for Month 4

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>
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 18/07/25
	Market Rents	741.50			1020	201	741.50	Market Rents - 19/07/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 19/07/25
	Electricity	20.50		3.42	1022	201	17.08	Electricity - 19/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 19/07/25
	Linney Parking Meter	104.10		17.35	1075	411	86.75	Linney Parking Meter 21/07/25
	Banked: 24/07/2025	1,082.85						
	BX Market Rents	23.50			1003	201	23.50	BX Market Rents - 20/07/25
	Market Rents	344.00			1020	201	344.00	Market Rents - 23/07/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 23/07/25
	Electricity	13.50		2.25	1022	201	11.25	Electricity - 23/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 23/07/25
	Toilet Coin Boxes	190.35		31.72	1174	303	158.63	Toilet Coin Boxes - 23/07/25
	Market Rents	285.50			1020	201	285.50	Market Rents - 21/07/25
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 21/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 21/07/25
	BX Museum Sales	2.00		0.33	1008	119	1.67	BX Museum Sales - 18/07/25
	BX Museum Tickets	18.00			1006	119	18.00	BX Museum Tickets - 18/07/25
	BX Museum Sales	13.50			1006	119	13.50	BX Museum Sales - 19/07/25
	Banked: 31/07/2025	2,819.80						
	Market Rents	326.50			1020	201	326.50	Market Rents - 30/07/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 30/07/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 30/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 30/07/25
	Toilet Coin Boxes	170.90		28.48	1174	303	142.42	Toilet Coin Boxes - 30/07/25
	Linney Parking Meter	234.00		39.00	1075	411	195.00	Linney Parking Meter 31/07/25
	Linney Parking Meter	130.10		21.68	1075	411	108.42	Linney Parking Meter 24/07/25
	Market Rents	470.50			1020	201	470.50	Market Rents - 25/07/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 25/07/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 25/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 25/07/25
	Market Rents	576.25			1020	201	576.25	Market Rents - 26/07/25
	BX Market Rents	20.00			1003	201	20.00	BX Market Rents - 26/07/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 26/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 26/07/25
	Market Rents	87.00			1037	201	87.00	Market Rents - 27/07/25 C&C
	Electricity	12.00		2.00	1022	201	10.00	Electricity - 27/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 27/07/25
	Market Rents	218.00			1020	201	218.00	Market Rents - 28/07/25
	Electricity	12.00		2.00	1022	201	10.00	Electricity - 28/07/25
	Parking Permits	68.00		11.33	1040	201	56.67	Parking Permits - 28/07/25
	BX Museum Sales	6.70		1.12	1008	119	5.58	BX Museum Sales - 25/07/25
	BX Museum Tickets	22.40			1006	119	22.40	BX Museum Tickets - 25/07/25
	BX Museum Sales	5.75		0.96	1008	119	4.79	BX Museum Sales - 26/07/25
	BX Museum Tickets	34.80			1006	119	34.80	BX Museum Tickets - 26/07/25
	BX Museum Sales	4.00		0.67	1008	119	3.33	BX Museum Sales - 27/07/25
	BX Museum Tickets	16.40			1006	119	16.40	BX Museum Tickets - 27/07/25

Total Receipts for Month	13,988.20	0.00	748.80	13,239.40
Cashbook Totals	<u>14,026.14</u>	<u>0.00</u>	<u>748.80</u>	<u>13,277.34</u>

Payments for Month 4				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 Detail</u>
02/07/2025	Barclays Combined	1	2,805.00			201		2,805.00	Income
09/07/2025	Barclays Combined	2	2,505.00			201		2,505.00	Income
14/07/2025	Barclays Combined	3	1,860.00			201		1,860.00	Income
21/07/2025	Barclays Combined	4	2,860.00			201		2,860.00	Income
24/07/2025	Barclays Combined	5	1,010.00			201		1,010.00	Income
31/07/2025	Barclays Combined	6	2,685.00			201		2,685.00	Income
Total Payments for Month			13,725.00	0.00	0.00			13,725.00	
Balance Carried Fwd			301.14						
Cashbook Totals			14,026.14	0.00	0.00			14,026.14	

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 6 - Income Cashbook

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	01/07/2025	4	301.14
			<u>301.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			301.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			301.14
		Balance per Cash Book is :-	301.14
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10h

Electric Vehicle Charging Payments, Income & Reconciliation – June 2025

Receipts for Month 3				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		9.97					9.97
	Banked: 12/06/2025	36.92					
41	Barclaycard	36.92			204		36.92 EV Charging
	Banked: 14/06/2025	30.17					
45	Barclaycard	30.17			204		30.17 EV Charging
	Banked: 19/06/2025	19.11					
2	Barclaycard	19.11			204		19.11 EV Charging
	Banked: 24/06/2025	28.50					
9	Barclaycard	28.50			204		28.50 EV Charging
	Banked: 24/06/2025	50.59					
10	Barclaycard	50.59			204		50.59 EV Charging
	Banked: 30/06/2025	37.64					
34	Barclaycard	37.64			204		37.64 EV Charging
Total Receipts for Month		202.93	0.00	0.00			202.93
Cashbook Totals		212.90	0.00	0.00			212.90

Payments for Month 3				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 Detail</u>
09/06/2025	Zapmap	DDR	37.64		6.27	4320	500	31.37	Fuel - EV Charging
12/06/2025	Zapmap	DDR	36.92		6.15	4320	500	30.77	Fuel - EV Charging
14/06/2025	Zapmap	BACS	30.17		5.03	4320	500	25.14	Fuel - EV Charging
19/06/2025	Zapmap	DDR	19.11		3.18	4320	500	15.93	Fuel - EV Charging
24/06/2025	Zapmap	DDR	50.59		8.43	4320	500	42.16	Fuel - EV Charging
24/06/2025	Zapmap	DDR	28.50		4.75	4320	500	23.75	Fuel - EV Charging
Total Payments for Month			202.93	0.00	33.81			169.12	
Balance Carried Fwd			9.97						
Cashbook Totals			212.90	0.00	33.81			179.09	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	30/06/2025	3	9.97
			<u>9.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10h

Electric Vehicle Charging Payments, Income & Reconciliation – July 2025

Receipts for Month 4				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>
	Balance Brought Fwd :	9.97					9.97	
	Banked: 01/07/2025	49.03						
1	Barclaycard	49.03			204		49.03	EV CHarging
	Banked: 03/07/2025	46.01						
2	Barclaycard	46.01			204		46.01	EV Charging
	Banked: 08/07/2025	37.35						
3	Barclaycard	37.35			204		37.35	EV Charging
	Banked: 29/07/2025	39.28						
4	Barclaycard	39.28			204		39.28	EV Charging
Total Receipts for Month		171.67	0.00	0.00			171.67	
Cashbook Totals		181.64	0.00	0.00			181.64	

Payments for Month 4				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 Detail</u>
01/07/2025	Zapmap	DDR	49.03		8.17	4320	500	40.86	Fuel - EV Charging
03/07/2025	Zapmap	DDR	46.01		7.66	4320	500	38.35	Fuel - EV Charging
08/07/2025	Zapmap	DDR	37.35		6.23	4320	500	31.12	Fuel - EV Charging
29/07/2025	Zapmap	DDR	39.28		6.55	4320	500	32.73	Fuel - EV Charging
Total Payments for Month			171.67	0.00	28.61			143.06	
Balance Carried Fwd			9.97						
Cashbook Totals			181.64	0.00	28.61			153.03	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	31/07/2025	4	9.97
			<u>9.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 11a
Aged Debtors

Outstanding Balances by Month as at 01/08/2025

A/C Code	Customer Name	Balance	Aug 2025	Jul 2025	Jun 2025	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger							
CAM001	CRAVEN ARMS MEM	0.30	0.00	0.00	0.00	0.30	0.00
CEMCASJ00	CEMCASJ001	218.00	0.00	0.00	0.00	218.00	0.00
CEMHARH00	CEMHARH001	511.00	0.00	0.00	0.00	511.00	0.00
CEMSMIC001	CEMSMIC001	209.38	0.00	0.00	0.00	209.38	0.00
FS001	FUTURE	1,086.36	0.00	0.00	0.00	1,086.36	0.00
MBC001	M AND B CRAMP	1.00	0.00	1.00	0.00	0.00	0.00
PPP001	PRODUCE PARKING	320.00	0.00	160.00	160.00	0.00	0.00
SCPARKS	SC	201.60	0.00	0.00	0.00	201.60	0.00
VIC001	VIC	-0.70	0.00	0.00	0.00	0.00	-0.70
WH001	HICKS	405.50	0.00	0.00	0.00	405.50	0.00
Total Sales Ledger No 1		2,952.44	0.00	161.00	160.00	2,632.14	-0.70
TOTAL SALES LEDGER BALANCES		2,952.44	0.00	161.00	160.00	2,632.14	-0.70

Item 11b
Aged Debtors - Report

Debtor	Invoice Date	Invoice No.	Invoice Amount	Description	Action Taken	Date
Craven Arms Memorials	23/09/2024	1139	£131.00	Memorial Fee - Evans K/7/1719	Part Paid - 30p outstanding	23/09/2024
Mr JM Cash	30/04/2025	CEM99	£218.00	Cem Fee - I/5/652	Referred to the Cemetery Officer	
Ms H Harwood	31/10/2024	CEM69	£511.00	Cem Fee - K/8/1765	Referred to the Cemetery Officer	08/01/2025
Mr C Smith	31/01/2025	CEM80	£209.38	Cem Fee - GG/5/155B	Referred to the Cemetery Officer	
Futuresound	22/01/2025	1146	£1,086.36	Use of Castle Square		
M & B Cramp	10/07/2025	1190	£1,031.00	Whole Market Let - July 2025	Part Paid - £1.00 outstanding	15/07/2025
Produce Market Parking	30/06/2025	1193	£80.00	Parking Permits - 12/06/25		
	30/06/2025	1194	£80.00	Parking Permits - 26/06/25		
	10/07/2025	1195	£80.00	Parking Permits - 10/07/25		
	24/07/2025	1197	£80.00	Parking Permits - 24/07/25		
Shropshire Council	17/01/2019	801	£201.60	Play Area Transfer - Legal Fees		
Visitor Information Centre	23/06/2025	1187	£70.00	Town Trails	Paid - Overpaid 70p refunded 27/08/25	18/07/2025
Mr W Hicks	12/05/2025	1188	£1,477.00	Memorial Bench	Part Paid - £405.50 outstanding	12/05/2025
Mr P Crump	31/07/2025	CEM114	£511.00	Cem Fee - K/8/1764	Paid	08/07/2025
Graham Heiron Funerals	31/08/2025	CEM118	£289.00	Cem Fee - G/2/18	Paid	06/08/2025
Hoskins Family Funeral Services	31/03/2025	CEM95	£1,206.00	Cem Fee - L/8/1452	Paid	24/07/2025
	30/04/2025	CEM100	£1,206.00	Cem Fee - K/8/1756	Paid	24/07/2025
Mr LJ Martin	31/07/2025	CEM116	£25.00	Cem Fee - L/7/1423	Paid	11/07/2025
Produce Market	10/07/2025	1192	£899.00	Whole Market Let - July 2025	Paid	04/08/2025
Victoria Allen Funeral Services	31/03/2025	1179	£511.00	Cem Fee - H/10/387	Paid	22/07/2025
	31/07/2025	CEM115	£695.00	Cem Fee - K/8/1764	Paid	08/07/2025
	31/08/2025	CEM117	£937.00	Cem Fee - L/6/1405	Paid	29/07/2025

Item 12a

1st Quarter Income and Expenditure Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 General Administration</u>							
1018 Street Trading Income	2,813	7,000	4,187			40.2%	
1176 Precept Received	946,000	946,000	0			100.0%	
1187 Neighbourhood Fund	2,271	0	(2,271)			0.0%	2,271
1196 Interest Received	13,148	50,000	36,852			26.3%	
General Administration :- Income	964,232	1,003,000	38,768			96.1%	2,271
4009 Training/Manuals	1,344	7,000	5,656		5,656	19.2%	
4016 Annual Town Meeting	85	100	15		15	85.0%	
4017 Miscellaneous	41	150	109		109	27.1%	
4019 Mobile Phones	943	3,500	2,557		2,557	26.9%	
4021 Postage	94	250	156		156	37.6%	
4022 Stationery	306	900	594		594	34.0%	
4023 Subscriptions & Licence Fees	1,550	3,100	1,550		1,550	50.0%	
4024 ALC Subscription	2,644	2,600	(44)		(44)	101.7%	
4025 Paper Recycling & Confidential	0	250	250		250	0.0%	
4026 Office Equipment	169	2,000	1,831		1,831	8.5%	
4028 Liability Insurance	(39)	32,000	32,039		32,039	(0.1%)	
4029 Motor Insurance	0	3,000	3,000		3,000	0.0%	
4031 Web-site	1,090	1,500	410		410	72.7%	
4032 Newsletter	21	3,000	2,979		2,979	0.7%	
4034 Photocopier	567	2,500	1,933		1,933	22.7%	
4039 RBS Accounts Package	2,027	2,200	173		173	92.1%	
4053 HR and H&S Advice	1,894	5,500	3,606		3,606	34.4%	
4055 Professional Fees/Legal	4,468	45,000	40,532		40,532	9.9%	
4057 Audit Fees	1,247	3,800	2,553		2,553	32.8%	
4062 Climate Action	0	860	860		860	0.0%	
4070 Fire Safety	0	1,500	1,500		1,500	0.0%	
4072 Bus Shelter	8,387	21,200	12,813		12,813	39.6%	
4080 General Data Protection Reg	0	100	100		100	0.0%	
4102 Risk Assessment Software	0	700	700		700	0.0%	
4120 Council Minute Book Binding	0	2,660	2,660		2,660	0.0%	
4610 Loan Charges	995	2,000	1,005		1,005	49.7%	
General Administration :- Indirect Expenditure	27,833	147,370	119,537	0	119,537	18.9%	0
Net Income over Expenditure	936,399	855,630	(80,769)				
6001 less Transfer to EMR	2,271	0	(2,271)				
Movement to/(from) Gen Reserve	934,128	855,630	(78,498)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Staff Costs</u>							
4000 Salaries and Wages	154,821	636,915	482,094		482,094	24.3%	
4001 Actuarial Pension Fund Deficit	7,300	7,300	0		0	100.0%	
4002 CC Salaries and Wages	350	600	250		250	58.3%	
4005 Other Costs	162	500	338		338	32.4%	
4056 Payroll Processing Fees	0	2,200	2,200		2,200	0.0%	
4060 Recruitment Costs	19	1,000	981		981	1.9%	
4063 Staff Counselling	0	1,800	1,800		1,800	0.0%	
4064 Staff Medicals	70	900	830		830	7.8%	
Staff Costs :- Indirect Expenditure	162,722	651,215	488,493	0	488,493	25.0%	0
Net Expenditure	(162,722)	(651,215)	(488,493)				
<u>103 Insurance Claims</u>							
1070 Insurance Claims Received	250	0	(250)			0.0%	
Insurance Claims :- Income	250	0	(250)				0
Net Income	250	0	(250)				
<u>104 Transaction Fees</u>							
4058 Bank Charges	304	1,700	1,396		1,396	17.9%	
4075 Linney Parking Meter Fees	974	2,200	1,226		1,226	44.3%	
4327 Pay Pal Commission Charge	222	600	378		378	36.9%	
4523 Buttercross Card Payment Fees	14	80	66		66	17.2%	
4524 Market Card Payment Fees	380	800	420		420	47.5%	
4525 Guildhall Card Payment Fees	5	0	(5)		(5)	0.0%	
Transaction Fees :- Indirect Expenditure	1,899	5,380	3,481	0	3,481	35.3%	0
Net Expenditure	(1,899)	(5,380)	(3,481)				
<u>105 Civic Ceremonial</u>							
1160 Civic Regalia Income	34	0	(34)			0.0%	
Civic Ceremonial :- Income	34	0	(34)				0
4040 Election Expenses	0	4,000	4,000		4,000	0.0%	
4200 Mayors Allowance	212	3,280	3,068		3,068	6.5%	
4201 Mayor Making	1,469	1,500	31		31	97.9%	
4202 Mayor's Sunday	10	300	290		290	3.3%	
4206 Remembrance Sunday	0	800	800		800	0.0%	
4207 Seniors Party	0	1,200	1,200		1,200	0.0%	
4208 Childrens Xmas Grotto	0	350	350		350	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4209 Civic Awards	0	150	150		150	0.0%	
4210 Civic Regalia	256	500	244		244	51.2%	
4211 Twinning	300	600	300		300	50.0%	
4212 Members Expenses	0	400	400		400	0.0%	
4213 Mayors Board Updating	0	1,000	1,000		1,000	0.0%	
Civic Ceremonial :- Indirect Expenditure	2,247	14,080	11,833	0	11,833	16.0%	0
Net Income over Expenditure	(2,214)	(14,080)	(11,866)				
<u>110 Community Grants</u>							
4091 Shaping Places Project Expend	125	11,382	11,257		11,257	1.1%	
4110 Visitor Information Services	0	5,000	5,000		5,000	0.0%	
4150 Youth Forum	1,000	1,000	0		0	100.0%	
4156 Assembly Rooms	0	5,000	5,000		5,000	0.0%	
4159 Ludlow Piano Festival	750	750	0		0	100.0%	
4160 Project Support Grants	0	10,000	10,000		10,000	0.0%	
4161 Ludlow Town Band	1,050	1,050	0		0	100.0%	
4183 Ludlow Hockey Club	1,000	1,000	0		0	100.0%	
Community Grants :- Indirect Expenditure	3,925	35,182	31,257	0	31,257	11.2%	0
Net Expenditure	(3,925)	(35,182)	(31,257)				
<u>111 Community Projects</u>							
4158 Christmas Lights	3,330	20,000	16,670		16,670	16.6%	
4181 Town Plan	0	1,500	1,500		1,500	0.0%	
4182 Churchyard Wall Loan Expenditu	0	1,252	1,252		1,252	0.0%	
4604 CCTV	0	4,000	4,000		4,000	0.0%	
4705 Skatepark	0	1,000	1,000		1,000	0.0%	
Community Projects :- Indirect Expenditure	3,330	27,752	24,422	0	24,422	12.0%	0
Net Expenditure	(3,330)	(27,752)	(24,422)				
<u>115 Property</u>							
1000 Buttercross Shop Rent	5,000	20,000	15,000			25.0%	
Property :- Income	5,000	20,000	15,000			25.0%	0
4222 Maintenance	598	2,000	1,402		1,402	29.9%	
Property :- Indirect Expenditure	598	2,000	1,402	0	1,402	29.9%	0
Net Income over Expenditure	4,402	18,000	13,598				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>117 Buttercross Market</u>							
4013 Electricity	42	400	358		358	10.4%	
Buttercross Market :- Indirect Expenditure	42	400	358	0	358	10.4%	0
Net Expenditure	(42)	(400)	(358)				
<u>119 Buttercross</u>							
1006 Buttercross Museum Tickets	1,547	6,000	4,453			25.8%	
1007 Buttercross Museum Donations	62	0	(62)			0.0%	
1008 Buttercross Museum Merchandise	416	1,200	784			34.7%	
Buttercross :- Income	2,025	7,200	5,175			28.1%	0
4011 Rates	1,910	5,500	3,590		3,590	34.7%	
4012 Water Rates	574	800	226		226	71.7%	
4013 Electricity	201	1,500	1,299		1,299	13.4%	
4014 Gas	338	1,400	1,062		1,062	24.1%	
4020 Telephone	0	700	700		700	0.0%	
4222 Maintenance	225	1,500	1,275		1,275	15.0%	
4232 Buttercross Museum Merchandise	0	700	700		700	0.0%	
4233 Buttercross Lift Contract	200	300	100		100	66.7%	
4234 Clock Service	0	350	350		350	0.0%	
4522 Buttercross Museum Events	33	150	117		117	21.7%	
Buttercross :- Indirect Expenditure	3,481	12,900	9,419	0	9,419	27.0%	0
Net Income over Expenditure	(1,455)	(5,700)	(4,245)				
<u>121 Guildhall</u>							
4011 Rates	3,109	10,500	7,391		7,391	29.6%	
4012 Water Rates	171	2,200	2,029		2,029	7.8%	
4013 Electricity	0	6,500	6,500		6,500	0.0%	
4014 Gas	(239)	0	239		239	0.0%	
4020 Telephone	198	2,200	2,002		2,002	9.0%	
4222 Maintenance	394	3,000	2,606		2,606	13.1%	
4604 CCTV	0	700	700		700	0.0%	
4612 IT Package & cloud backup	1,228	3,000	1,772		1,772	40.9%	
Guildhall :- Indirect Expenditure	4,862	28,100	23,238	0	23,238	17.3%	0
Net Expenditure	(4,862)	(28,100)	(23,238)				
<u>201 Markets</u>							
1003 Buttercross Market Rent	921	2,000	1,080			46.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1020 Market Rents	38,766	130,000	91,234			29.8%	
1022 Electricity	960	3,500	2,540			27.4%	
1023 Specialist Markets	0	1,200	1,200			0.0%	
1025 Antique Market	2,540	10,200	7,660			24.9%	
1027 Food Festival	0	300	300			0.0%	
1028 Charity Market	51	0	(51)			0.0%	
1030 Produce Market (Ludlow 21)	2,652	8,500	5,848			31.2%	
1037 Sunday Markets	9,241	16,350	7,110			56.5%	
1038 Thursday Markets	4,612	10,000	5,388			46.1%	
1040 Parking Permits	4,114	0	(4,114)			0.0%	
1171 Miscellaneous Income	10	0	(10)			0.0%	
Markets :- Income	63,866	182,050	118,184			35.1%	0
4011 Rates	7,485	25,700	18,215		18,215	29.1%	
4012 Water Rates	83	1,000	917		917	8.3%	
4013 Electricity	602	4,000	3,398		3,398	15.1%	
4017 Miscellaneous	2	300	298		298	0.7%	
4018 Online Booking System	1,750	500	(1,250)		(1,250)	350.0%	1,250
4030 Advertsing	135	4,000	3,865		3,865	3.4%	
4036 MACCs Licence & Maintenance	0	850	850		850	0.0%	
4222 Maintenance	270	3,000	2,730		2,730	9.0%	
4223 Waste Management	3,153	10,500	7,347		7,347	30.0%	
4227 Parking Permits	2,070	0	(2,070)		(2,070)	0.0%	
Markets :- Indirect Expenditure	15,550	49,850	34,300	0	34,300	31.2%	1,250
Net Income over Expenditure	48,316	132,200	83,884				
6000 plus Transfer from EMR	1,250	0	(1,250)				
Movement to/(from) Gen Reserve	49,566	132,200	82,634				
<u>202 Mayfair</u>							
1024 May Fair	9,632	9,632	0			100.0%	
Mayfair :- Income	9,632	9,632	0			100.0%	0
4224 May Fair	5,145	9,632	4,487		4,487	53.4%	
Mayfair :- Indirect Expenditure	5,145	9,632	4,487	0	4,487	53.4%	0
Net Income over Expenditure	4,487	0	(4,487)				
<u>205 Tourism</u>							
1056 Town Trails Income	70	0	(70)			0.0%	
Tourism :- Income	70	0	(70)				0
Net Income	70	0	(70)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Street Lighting</u>							
4222 Maintenance	0	4,000	4,000		4,000	0.0%	
Street Lighting :- Indirect Expenditure	0	4,000	4,000	0	4,000		0
Net Expenditure	0	(4,000)	(4,000)				
<u>302 Street Furniture</u>							
1059 Street Furniture Income	2,336	0	(2,336)			0.0%	
Street Furniture :- Income	2,336	0	(2,336)				0
4222 Maintenance	1	1,000	999		999	0.1%	
4354 Signage	25	250	225		225	10.1%	
4501 Street Furniture	220	1,500	1,280		1,280	14.6%	
Street Furniture :- Indirect Expenditure	246	2,750	2,504	0	2,504	9.0%	0
Net Income over Expenditure	2,090	(2,750)	(4,840)				
<u>303 Toilets</u>							
1174 Toilet Block Income	1,721	7,000	5,279			24.6%	
Toilets :- Income	1,721	7,000	5,279			24.6%	0
4222 Maintenance	1,363	5,000	3,637		3,637	27.3%	
4319 Consumable Goods	1,061	4,000	2,939		2,939	26.5%	
4356 Toilet Cleansing	756	2,000	1,244		1,244	37.8%	
Toilets :- Indirect Expenditure	3,179	11,000	7,821	0	7,821	28.9%	0
Net Income over Expenditure	(1,458)	(4,000)	(2,542)				
<u>304 Castle Street Toilets</u>							
4012 Water Rates	727	3,200	2,473		2,473	22.7%	
4013 Electricity	416	5,000	4,584		4,584	8.3%	
Castle Street Toilets :- Indirect Expenditure	1,142	8,200	7,058	0	7,058	13.9%	0
Net Expenditure	(1,142)	(8,200)	(7,058)				
<u>305 Smithfield Toilets</u>							
4012 Water Rates	339	1,800	1,461		1,461	18.8%	
4013 Electricity	165	1,000	835		835	16.5%	
4317 Water Management	89	400	311		311	22.3%	
Smithfield Toilets :- Indirect Expenditure	593	3,200	2,607	0	2,607	18.5%	0
Net Expenditure	(593)	(3,200)	(2,607)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 Linney Toilets</u>							
4012 Water Rates	34	400	366		366	8.6%	
4013 Electricity	113	800	687		687	14.1%	
Linney Toilets :- Indirect Expenditure	147	1,200	1,053	0	1,053	12.3%	0
Net Expenditure	(147)	(1,200)	(1,053)				
<u>401 Cemetery</u>							
1050 Cemetery House Rent	1,500	6,000	4,500			25.0%	
1051 Cemetery Fees	5,961	15,000	9,039			39.7%	
1053 Grave Digging Fees	5,799	0	(5,799)			0.0%	
Cemetery :- Income	13,260	21,000	7,740			63.1%	0
4011 Rates	657	1,600	943		943	41.1%	
4012 Water Rates	64	500	436		436	12.9%	
4013 Electricity	66	500	434		434	13.2%	
4222 Maintenance	227	2,000	1,773		1,773	11.3%	
4230 Cemetery Registers Restoration	0	500	500		500	0.0%	
4306 Grave Digging	7,158	0	(7,158)		(7,158)	0.0%	
4510 Chapel Maintenance	0	1,000	1,000		1,000	0.0%	
4511 Cemetery House Maintenance	278	1,000	722		722	27.8%	
4515 Babies Memorial	0	200	200		200	0.0%	
4516 Cemetery Extension (Capital)	0	2,000	2,000		2,000	0.0%	
4606 Cemetery Paths (Capital Item)	0	2,000	2,000		2,000	0.0%	
Cemetery :- Indirect Expenditure	8,451	11,300	2,849	0	2,849	74.8%	0
Net Income over Expenditure	4,809	9,700	4,891				
<u>403 Allotments</u>							
1076 Allotments Rent	945	945	0			100.0%	
Allotments :- Income	945	945	0			100.0%	0
4222 Maintenance	415	945	530		530	43.9%	
Allotments :- Indirect Expenditure	415	945	530	0	530	43.9%	0
Net Income over Expenditure	530	0	(530)				
<u>410 Amenities</u>							
4222 Maintenance	1,145	7,240	6,095	33	6,062	16.3%	
4303 Plants	1,995	5,000	3,005		3,005	39.9%	
4357 Pest Control	0	200	200		200	0.0%	
4400 Wheeler Rd Play Area Resurface	0	2,000	2,000		2,000	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4401 Housman Cres Play Area Fencing	0	200	200		200	0.0%	
4402 Tree Survey & Works	407	2,000	1,593		1,593	20.4%	
Amenities :- Indirect Expenditure	3,547	16,640	13,093	33	13,060	21.5%	0
Net Expenditure	(3,547)	(16,640)	(13,093)				
<u>411 Linney Riverside Park</u>							
1075 Linney Park Car Park Meter	5,292	15,000	9,708			35.3%	
Linney Riverside Park :- Income	5,292	15,000	9,708			35.3%	0
4011 Rates	164	549	385		385	29.9%	
4013 Electricity	79	300	221		221	26.5%	
4608 Linney Car Park	180	15,000	14,820		14,820	1.2%	
Linney Riverside Park :- Indirect Expenditure	423	15,849	15,426	0	15,426	2.7%	0
Net Income over Expenditure	4,869	(849)	(5,718)				
<u>500 Direct Labour Force</u>							
4013 Electricity	288	1,500	1,212		1,212	19.2%	
4223 Waste Management	1,324	2,500	1,176		1,176	52.9%	
4311 Vehicle Service & Repair	65	500	435		435	13.1%	
4313 Vehicle Lease Hire	3,708	15,000	11,292		11,292	24.7%	
4319 Consumable Goods	228	1,500	1,272		1,272	15.2%	
4320 Fuel	962	6,000	5,038		5,038	16.0%	
4322 Clothing & PPE	131	1,600	1,469		1,469	8.2%	
4323 Equipment	757	29,623	28,866		28,866	2.6%	
Direct Labour Force :- Indirect Expenditure	7,464	58,223	50,759	0	50,759	12.8%	0
Net Expenditure	(7,464)	(58,223)	(50,759)				
<u>501 Contingencies</u>							
4800 Contingency Fund	3,778	170,703	166,925		166,925	2.2%	
4801 Infrastructure Fund	0	5,000	5,000		5,000	0.0%	
4803 DLF Equip Replacement Fund	0	3,000	3,000		3,000	0.0%	
Contingencies :- Indirect Expenditure	3,778	178,703	174,925	0	174,925	2.1%	0
Net Expenditure	(3,778)	(178,703)	(174,925)				
Grand Totals:- Income	1,068,663	1,265,827	197,164			84.4%	
Expenditure	261,020	1,295,871	1,034,851	33	1,034,818	20.1%	
Net Income over Expenditure	807,643	(30,044)	(837,687)				
plus Transfer from EMR	1,250	0	(1,250)				
less Transfer to EMR	2,271	0	(2,271)				
Movement to/(from) Gen Reserve	806,621	(30,044)	(836,665)				

Item 12b

1st Quarter Exceptions Report

Income and Expenditure

Exceptions Report 2025/26

One Quarter – April to June 2025 *(First to third month)*

Please note: The financial year runs from April (month 1) to March (month 12)

In Q1 expenditure and income expectation is 25%.

Variations of 15% or more are reported as exceptions.

Some income or budgets are incremental throughout the year and others are one off amounts.

Please read this report in conjunction with the Q1 Income and Expenditure Report.

Key	Explanation
	Green indicates: <ul style="list-style-type: none"> Income in excess of expectation. Expenditure below expectation.
	Red indicates: <ul style="list-style-type: none"> Income below expectation. Expenditure in excess of budget.

CODE	DESCRIPTION	EXCEPTION	Budget %	Q1 Total	Budget	Movement to/from EMR
General Admin		Income				
101/1176	Precept Received	Annual income received in April	100.0%	£946,000.00	£946,000.00	
101/1187	Neighbourhood Fund	Annual income received, transferred to EMR	No Budget	£2,271.00	£0.00	£2,271.00 to EMR 323
General Admin		Expenditure				
101/4016	Annual Town Meeting	Annual Town Meeting room hire cost, one off event	85.0%	£85.00	£100.00	
101/4023	Subscription & Licence Fees	Most, but not all, annual subscriptions due at the beginning of the year	50.0%	£1,550.00	£3,100.00	
101/4024	ALC Subscription	Annual subscription paid in full	101.7%	£2,644.00	£2,600.00	
101/4025	Paper Recycling & Confidential	Collection invoiced in Q2	0.0%	£0.00	£250.00	
101/4026	Office Equipment	Lumpy expenditure	8.5%	£169.00	£2,000.00	
101/4028	Liability Insurance	Annual bill due in Q2. Small £39.00 refund received.	-0.1%	-£39.00	£32,000.00	
101/4029	Motor Insurance	Annual bill due in Q2.	0.0%	£0.00	£3,000.00	
101/4031	Website	Annual email and website hosting fees paid in Q1	72.7%	£1,090.00	£1,500.00	
101/4032	Newsletter	First newsletter to be produced in Q3	0.7%	£21.00	£3,000.00	

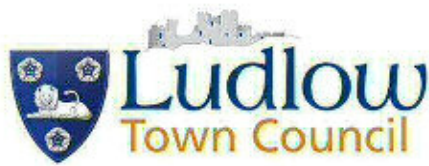
		– monthly Local Ludlow publication takes place.				
101/4039	RBS Accounts Package	Annual account and cemetery software fee paid in full.	92.1%	£2,027.00	£2,200.00	
101/4055	Professional Fees/ Legal	Legal advice required in support of council work.	9.9%	£4,468.00	£45,000.00	
101/4070	Fire Safety	Annual fee due later in the year	0.0%	£0.00	£1,500.00	
101/4080	General Data Protection Reg	Annual fee due later in the year	0.0%	£0.00	£100.00	
101/4610	Loan Charges	Loan repayments made in June and December annually.	49.7%	£995.00	£2,000.00	
Staff Costs		Expenditure				
102/4001	Actuarial Pension Fund Deficit	Annual fee paid in full.	100.0%	£7,300.00	£7,300.00	
102/4002	CC Salaries & Wages	Most Civic Events take place at the beginning of the year.	58.3%	£350.00	£600.00	
102/4056	Payroll Processing Fee	Annual fee due later in the year	0.0%	£0.00	£2,200.00	
102/4060	Recruitment Costs	Lumpy expenditure.	1.9%	£19.00	£1,000.00	
102/4063	Staff Counselling	Annual fee due later in the year	0.0%	£0.00	£1,800.00	
102/4064	Staff Medicals	DLF medicals to be scheduled for later in the year.	7.8%	£70.00	£900.00	
Insurance Claims		Income				
103/1070	Insurance Claims Received	Housman Play Area claim excess recovered from third party	No Budget	£250.00	£0.00	
Transaction Fees		Expenditure				
104/4075	Linney Parking Meter Fees	Annual meter maintenance fee paid in full.	44.3%	£974.00	£1,700.00	
104/4524	Market Card Payment Fees	Largest proportion of market income received between Apr-Dec. More traders are paying by card.	47.5%	£380.00	£800.00	
104/4525	Guildhall Card Payment Fees	Card machine for Street Trading, Cemetery Fees, Memorial Benches and Mayor's Charity events payments.	No Budget	£5.00	£0.00	

Civic Ceremonial		Income				
105/1160	Civic Regalia Income	Payment from Mayor's Allowance for Past Consort badge	No Budget	£34.00	£0.00	
Civic Ceremonial		Expenditure				
105/4040	Election Expenses	Estimated budget to accommodate Shropshire Council's move to actual year charging (previously charges deferred until next year).	0.0%	£0.00	£4,000.00	
105/4201	Mayor Making	Annual event in May.	97.9%	£1,469.00	£1,500.00	
105/4202	Mayor's Sunday	Annual event in July, so expenditure paid in Q2	3.3%	£10.00	£300.00	
105/4206	Remembrance Sunday	Annual event in Q3	0.0%	£0.00	£800.00	
105/4207	Seniors Party	Annual event in Q3	0.0%	£0.00	£1,200.00	
105/4208	Children's Xmas Grotto	Annual event in Q3	0.0%	£0.00	£350.00	
105/4209	Civic Awards	Expenditure in Q2	0.0%	£0.00	£150.00	
105/4210	Civic Regalia	Annual cleaning of all Civic robes.	51.2%	£256.00	£500.00	
105/4211	Twinning	Expenditure in support of French Twinning Association visit.	50.0%	£300.00	£600.00	
105/4213	Mayor's Board Updating	Board updated in Q2	0.0%	£0.00	£1,000.00	
Community Grants		Expenditure				
110/4091	Shaping Places Project	Project expenditure for workshop food, equipment and room hire.	1.1%	£125.00	£11,3825.00	
110/4150	Youth Forum	Grant paid in full.	100.0%	£1,000.00	£1,000.00	
110/4156	Ludlow Piano Festival	Annual grant paid in full.	100.0%	£750.00	£750.00	
110/4160	Project Support Grants	No awards made.	0.0%	£0.00	£10,000.00	
110/4161	Ludlow Town Band	Annual grant paid in full.	100.0%	£1,050.00	£1,050.00	
110/4183	Ludlow Hockey Club	Annual grant paid in full.	100.0%	£1,000.00	£1,000.00	

Buttercross		Expenditure				
119/4012	Water Rates	Unmetered supply annual fee paid.	71.7%	£574.00	£800.00	
119/4020	Telephone	Ongoing problem with digital supply from BT – exploring alternative options to reinstate line.	0.0%	£0.00	£700.00	
119/4233	Buttercross Lift Contract	Annual Lift contract paid	66.7%	£200.00	£300.00	
Guildhall		Expenditure				
121/4013	Electricity	Delayed billing, up to date bills received in Q2.	0.0%	£0.00	£6,500.00	
121/4020	Telephone	Annual contract fee due later in the year.	9.0%	£198.00	£2,200.00	
121/4612	IT Package & Cloud Backup	New Cem Officer PC, set up for new member of staff, update monitors, introduce duel screens	40.9%	£1,228.00	£3,000.00	
Markets		Income				
201/1003	Buttercross Market Rent	Increase in frequency of trader use/ higher usage during high season.	46.0%	£921.00	£2,000.00	
201/1028	Charity Market	Market rents for Mayor's Charity Market to be transferred to Mayor's Charity account after event	No Budget	£51.00	£0.00	
201/1037	Sunday Markets	All markets held between April and December	56.5%	£9,241.00	£16,350.00	
201/1038	Thursday Markets	All markets held between April and December	46.1%	£4,612.00	£10,000.00	
201/1171	Miscellaneous Income	Market trader PAT testing fees	No Budget	£10.00	£0.00	
Markets		Expenditure				
201/4018	Online Booking System	New market website and booking system.	350.0%	£1,750.00	£500.00	£1,250.00 from EMR 329
201/4222	Maintenance	Lumpy expenditure.	9.0%	£270.00	£3,000.00	
Mayfair		Income				
202/1024	Mayfair	Annual fee paid	100.0%	£9,632.00	£9,632.00	
Mayfair		Expenditure				
202/4224	Mayfair	Annual event has taken place, further staff costs yet to be transferred.	53.4%	£5,145.00	£9,632.00	
Tourism		Income				

205/1056	Town Trails Income	At cost income to be moved to EMR to cover reprint	No Budget	£70.00	£0.00	
Street Furniture		Income				
302/1059	Street Furniture Income	Two memorial benches purchased	No Budget	£2,336.00	£0.00	
Castle Street Toilets		Expenditure				
304/4013	Electricity	Delayed billing, up to date bills received in Q2.	8.3%	£416.00	£5,000.00	
Linney Toilets		Expenditure				
306/4012	Water Rates	April and May paid	8.6%	£34.00	£400.00	
Cemetery		Expenditure				
401/4011	Rates	Monthly payments over limited number of months.	41.1%	£657.00	£1,600.00	
Allotments		Income				
403/1076	Allotments Rent	Annual rent paid	100.0%	£945.00	£945.00	
Allotments		Expenditure				
403/4222	Maintenance	Hedge cutting and skip hire.	43.9%	£415.00	£945.00	
Linney Riverside Park		Expenditure				
411/4608	Linney Car Park	Lumpy expenditure	1.2%	£180.00	£15,000.00	
Direct Labour Force		Expenditure				
500/4223	Waste Management	More frequent green waste removal	52.9%	£1,324.00	£2,500.00	

Item 13
Assertion 10



Annual Governance and Accounting Return (AGAR) ASSERTION 10

Report No. PF/25/xx

**Policy & Finance Committee
1st September 2025**

1. INTRODUCTION

- 1.1 The report introduces Assertion 10 and explains that it is a completely new standalone assertion introduced in the 2025 Practitioners Guide for smaller authorities, and how a council can achieve it.
- 1.2 Please follow this link to view the Practitioners Guide 2025:
<https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>

2. RECOMMENDATION

- 2.1 To note the requirements to comply with assertion 10.
- 2.2 To approve the following activities and workload to ensure compliance:
 - To source and deliver GDPR training for Councillors (budget 101/4009).
 - Review all websites to ensure systems and processes maintain compliance with:
 - The Transparency Code for Smaller Authorities,
 - The Accessibility Regulations (Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018),
 - Accounts and Audit Regulations,
 - Web Content Accessibility Guidelines 2.2AA and
 - the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
 - Develop an IT Policy to ensure full compliance.

3. **BACKGROUND**

3.2 AGAR Assertion 10 relates to Digital & Data Compliance.

3.3 This new assertion applies to the Annual Governance and Accountability Returns (AGAR) for the financial year 1st April 2025. Councils must now demonstrate real compliance to digital matters such as GDPR, not just good intentions.

4. **CURRENT SITUATION**

4.1 **What must Councils do to tick Assertion 10?**

- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
Status: Compliant
- All smaller authorities (excluding parish meetings) must meet legal requirements including The Transparency Code for Smaller Authorities, The Accessibility Regulations (Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018), and Accounts and Audit Regulations for all existing websites regardless of what domain is being used.
Status: Complaint – requires regular monitoring and training to maintain adequate standard.
- All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
Status: Websites are complaint – requires regular monitoring and training to maintain adequate standard of documentation downloads.
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable)
Status: Websites are complaint – requires regular monitoring and training to maintain adequate standard.
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
Status: Complaint – requires regular monitoring and training to maintain to

maintain adequate standard.

- All smaller authorities, including parish meetings, must process personal data with care in line with the principles of data protection.
Status: Complaint – requires regular monitoring and training to maintain adequate standard.
 - The DPA 2018 supplements the GDPR and classifies authority as both a Data Controller and a Data Processor. **Status:** Registered with the ICO - requires regular monitoring and training to maintain adequate standard.
 - All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment. **Status:** Partially covered in the Council's Social Media Policy – IT Policy to be developed to ensure full compliance.
- 4.2 Staff have access to and are required to complete annual online GDPR compliance training as part of the Worknest E-Learning package. GDPR compliance training for Councillors is required.

Town Clerk
August 2025

Implications

Wards Affected (All)

Financial (training from budget 101 / 4009)

Health & Safety (HASAWA 1974)

Law & Order (Data Protection Act 2018; General Data Protection Regulation GDPR)

Environmental Implications (Not stated)

Item 14a

Policy Review

Information and Data Protection Policy

POLICY:	INFORMATION AND DATA PROTECTION POLICY
Policy number:	IDP / 25 / v.7
Available to:	All Staff, Councillors & Public
Supersedes Version:	Information and Data Protection Policy 14 th May 2025
Approved by:	Full Council
Approval date:	Provisional Date: 20 th October 2025
Review due:	Annual

1. Description

This Information and Data Protection Policy outlines how the council manages, protects, and uses information and data to ensure confidentiality, integrity, and availability. It sets the rules and procedures for handling data, particularly personal or sensitive information, to comply with legal, regulatory, and ethical standards.

2. Purpose of this policy

Ludlow Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

This policy safeguards data from unauthorized access, loss, or misuse.

3. Scope

This policy applies to all data collected and held by Ludlow Town Council including all forms of information (digital, paper, audio, etc.) and all users (employees, contractors, partners).

4. Procedure

1. Data Collection Procedures

Only collect data that is necessary for the purpose.

Inform data subjects why their data is being collected and how it will be used.

Obtain consent where required.

2. Data Access and Use

Limit access to data based on roles and responsibilities (role-based access control).

Ensure users only access data needed for their tasks.

Prohibit sharing of confidential data without authorization.

3. Data Storage and Security

Store data securely (encrypted digital storage, locked physical files).

Implement strong password policies and authentication measures.

Regularly back up data and ensure secure offsite storage for critical data.

4. Data Transfer

Use secure methods when transferring data internally or externally (encrypted emails, secure file transfer protocols).

Avoid transferring sensitive data through unsecured channels.

5. Data Retention and Disposal

Keep data only as long as necessary for the stated purpose.

Securely delete or destroy data that is no longer required (shredding paper files, wiping electronic storage).

6. Data Breach Procedures

Detect and report data breaches promptly.

Investigate incidents to determine cause and impact.

Notify affected individuals and regulatory authorities if required.

Implement corrective measures to prevent future breaches.

7. Training and Awareness

Train employees on data protection practices and policy requirements.

Conduct regular awareness sessions and updates on legal/regulatory changes.

8. Compliance and Monitoring

Conduct periodic audits to ensure policy compliance.

Document all data processing activities.

Review and update procedures regularly.

4.1 Introduction

In order to conduct its business, services and duties, Ludlow Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Ludlow Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

4.2 The policy is based on the premise that **Personal Data** must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

4.3 Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of Ludlow Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Council, employer) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

4.4 Ludlow Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

4.5 The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

4.6 Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes

- A requirement in order to protect the vital interests of the individual or another person

4.7 Who is responsible for protecting a person's personal data?

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: townclerk@ludlow.gov.uk
- Phone: 01584 871 970
- Correspondence: Gina Wilding, Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow SY8 1AZ

The Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: IAC Audit & Consultancy Ltd (dpo@audit-iac.com)

4.8 Diversity Monitoring

Ludlow Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

4.9 Information Provided to Us

Personal information (e.g., name, address, email, phone) is collected and stored to allow the Council to respond or carry out requested transactions. By interacting with the Council, individuals consent to their data being used

according to this policy, with written consent sought where possible. Individuals are responsible for keeping their data accurate. Personal information will not be shared with third parties or used for other purposes.

4.10 The Councils Right to Process Information

- General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

4.11 Information Security

The Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

4.12 Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

4.13 Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact the Clerk so that we can update it and keep their data accurate.

Information Deletion: If the individual wishes the Council to delete the information about them, they can do so by contacting the Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk or Data Protection Officer.

The Council does not use automated decision making or profiling of individual personal data.

4.14 Complaints

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

4.15 Making Information Available

The Council's Publication Scheme allows routine access to a wide range of information, encouraging public interest in its work. In line with the Freedom of Information Act 2000, the Scheme outlines the classes of information the Council publishes, supplemented by an Information Guide for easier access.

Formal Council and Committee meetings are publicly announced via notice boards, the website, and local media, with an annual programme published each May. All meetings are open to the public and press, and reports and background papers are available. Public participation is welcomed, with sessions included in each meeting.

Some matters may be discussed in private—such as personnel or sensitive commercial issues—only after a formal resolution excluding the press and public, with reasons recorded. Minutes from all meetings, including confidential sections, remain public.

The Openness of Local Government Bodies Regulations 2014 requires records of significant delegated officer decisions. Routine administrative actions are excluded, but urgent decisions that would normally require Council approval are recorded.

The 2014 Regulations also allow public and press to film, photograph, or record meetings, provided it is not disruptive. The Council will protect children, vulnerable individuals, and those who object to being recorded. Special arrangements can be made on request for non-English speakers or individuals with hearing or sight difficulties.

4.16 Disclosure Information

The Council will as necessary, undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of

Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

4.17 Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

- **Demand led:** new technologies and publication of data should support transparency and accountability
- **Open:** the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.
- **Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These Councils will be exempt from the requirement to have an external audit from April 2017. Ludlow Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Report
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and Committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

5. Legal

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Data Protection Act 1998

Freedom of Information Act 2000

Openness of Local Government Bodies Regulations 2014
Public Bodies (Admission to Meetings) Act 1960
Code of Recommended Practice for Local Authorities on Data Transparency
(September 2011)
Code of Recommended Practice on Transparency

6. Other relevant policies

Model Publication Scheme
Standing Orders

Item 14b
Policy Review
Data Transparency Policy

POLICY:	DATA TRANSPARENCY CODE POLICY
Policy number:	TPP/ 2025/ v.3
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	Data Transparency Code – 18 th September 2017
Approved by:	Full Council
Approval date:	
Review due:	May 2026

1. Description

This policy sets out how Ludlow Town Council will comply with the Government's *Transparency Code for Smaller Authorities (2014)*. The Code applies to parish councils, town councils, internal drainage boards and charter trustees with an annual turnover not exceeding £6.5 million.

2. Purpose of this policy

Our aim is to ensure that residents, businesses and other stakeholders have easy access to clear and relevant information about how the Council spends public money and conducts its business.

3. Scope

Openness: Information will be published in a way that is accessible, consistent and free of charge.

Accountability: Residents will be able to see how public money is spent and how decisions are made.

Timeliness: Information will be published within the timescales required by the Code and updated at least annually, or more frequently where stated.

4. Procedure

Information to be Published

The Council will publish the following information on its website:



Expenditure

- Details of all individual items of expenditure above £100. Information to include date incurred, purpose, amount, and recipient. Published at least quarterly.

End of Year Accounts

- Annual Governance Statement (Section 1 of the Annual Return). Accounting Statements (Section 2 of the Annual Return). Published annually no later than 1 July.

Internal Audit Report

- Copy of the annual internal audit report. Published annually by 1 July.

Councillor Responsibilities

- Names of all Councillors and their responsibilities (e.g. Committees, Working Groups, portfolio areas). Published annually and updated as required.

Public Land and Building Assets

- Details of all public land and building assets owned or managed by the Council. Published annually and updated as required.

Minutes, Agendas and Papers

- Draft minutes of formal meetings published within one month of the meeting. Agendas and associated meeting papers published at least three clear days before meetings.

Accessibility

- Information will be published on the Council's official website at www.ludlow.gov.uk Where a resident cannot access information online, the Council will provide copies on request. Reasonable charges may apply for printed copies.

Review and Monitoring

- The Clerk/RFO is responsible for ensuring compliance with this policy. The Council will review the policy annually at the Annual Meeting of the Council.

5. Legal

Transparency Code for Smaller Authorities (2014)

6. Other relevant policies

Freedom of Information Policy
Model Publication Scheme

Item 14c
Policy Review
Hedgerow Policy

POLICY:	HEDGEROW MANAGEMENT POLICY
Policy number:	HRMP / 25 / v.1
Available to:	All Staff, Councillors & Public
Supersedes Version:	New policy
Approved by:	P&F to recommend to Full Council
Approval date:	Provisional 20 th October 2025
Review due:	October 2028

1. Description

Hedgerows play a vital role in the rural landscape and offer many benefits. As well as providing an important habitat to support an abundance of wildlife, hedgerows can capture carbon, provide wood fuel, provide shelter and shade, prevent soil loss, reduce flooding, filter pollutants and improve air quality.

The Council believes that hedgerows play a vital role in; improving the aesthetics of the town, combatting climate change, absorption of noise and particulate pollution, act as corridors for wildlife to utilise, and create a diverse habitat for a variety of wildflowers, insects, birds and mammals.

2. Purpose of this policy

Nearly half of Britain's hedgerows were lost between 1940 and 1990, predominately due to agricultural intensification and expansion. Despite the rate of loss now slowing neglect, damage and removal of hedgerows is still impacting this rich and valuable resource.

The Town Council is responsible for managing hedgerows situated on its land. The Council will manage its hedgerows to; minimise any risk to people and to any surrounding buildings and properties, and to enhance and improve the natural environment. This policy document will ensure that a consistent and structured approach is taken in the management of the Council's hedgerows. Maintaining and managing hedgerows is a crucial part of halting biodiversity decline.

3. Scope

- 3.1 All wild bird species, their eggs and nests are protected by law.** The Wildlife and Countryside Act 1981, as amended protects nesting birds. All works to habitats including trees, shrubs and woodland must be inspected prior to works to avoid harming birds or to use measures which do not kill or injure them before considering taking harmful action.

Work should be planned outside of the bird nesting season (generally considered to be between March-August inclusive), however this period is not defined by law, and a number of species are known to nest outside of this time. If works are undertaken during the nesting bird season, for health and safety reasons, the trees, shrubs and/or woodland should be inspected by a suitable person. If an active nest is identified, a no works buffer should be installed around the nest until it is no longer active.

3.2 The effect of climate change on hedgerows

Hedgerows are relatively resilient to the effect of climate change; however, they can be affected in the following ways:

- Increased temperatures mean increased growth and greater management requirements and a changing composition of wildlife.
- Warmer winters and fewer frosts mean winter chill requirements of berry species may not be met. This will affect food resources for wildlife.
- Drier summers mean increased die back of certain hedgerow tree species.
- Wetter winters mean wet soil structure and wood species will be at risk of dying.
- Increase in storm frequency means loss of mature and veteran hedgerow trees that may be more susceptible to damage.

3.3 Biodiversity and habitat enhancement



Hedgerow margins are an important part to a healthy hedgerow. They can be specifically planted or growth of native, present plants encouraged.

Dense grass margins at the base of hedges hold value for wildlife because when left undisturbed for longer. It can provide vital sanctuary for wildlife during hot summers and cold winters, as well as food cover and places to hibernate for hedgehogs. Tussocks of grass and tall herbs will develop, and this structure is a great way to provide another niche for wildlife that complements the more flower-rich areas.



These margins are often known as 'sanctuary strips' only need to be a few feet wide at the base of the hedgerow and they require a minimum of management, so are cost effective.

Flowers like primroses and knapweed in the margins can provide nectar and pollen for bees and invertebrates.

4. Procedure

4.1 Management of existing hedgerows

Town Council priorities to manage our hedgerows are:

- Cut hedgerows back once a year over winter (outside of bird nesting season).
- Cut back marginal grass biennially (bottom of hedges)
- To safely maintain hedgerows adjacent to public footpath so they do not cause an obstruction or a hazard. To achieve this we will need to undertake a summer trim back using manual cutting equipment following a bird nesting inspection. E.g. Wheeler Road/Sandpits Road hedges

Hedges running alongside commonly used footpaths and rights of way need to be maintained so that public access is not affected or impeded. This methodology will reduce any subsequent reports from members of the public that hedges are causing safety or access issues.

Nesting birds must also be taken into account. Only urgent work (for health and safety reasons) should be undertaken during nesting season. If work is required, then the growth cut back should always be kept to a minimum; work should be undertaken using manual, non-power, equipment.

A reference for hedgerow management:

<https://hedgelink.org.uk/guidance/hedgerow-components/>

4.2 Planting new hedgerows

Where suitable and practical, the planting of new hedgerows should be encouraged.

If a hedgerow is being planted as a boundary, it will be positioned about 75cm-1m from the boundary edge, to allow the hedgerow to fill out as it grows and matures.

Hedgerows should be planted during the winter season, between November and March.

The Town Council makes a commitment to create new living hedgerows or dead hedges where viable and cost effective.

Living hedgerows

- These are the traditional, planted rows of shrubs/trees (hawthorn, blackthorn, hazel, etc.) that grow as a boundary or wildlife corridor.
- They provide habitat, biodiversity, carbon storage, and landscape character.

Dead hedgerows

- These are constructed from cut branches, prunings, or coppiced wood, woven or stacked along a boundary.
- They act as temporary barriers, shelter for wildlife, and protection for newly planted hedges until the living plants establish.
- They slowly decompose and recycle nutrients.

4.3 Communication

Ludlow Town Council will publicise the positive work it is doing to maintain hedges, increase biodiversity on sites and combat climate change.

We can also encourage residents to have hedge boundaries rather than fencing.

Further Policy Aims and Actions

- Assess the health of existing hedges as part of each site's biodiversity audit.
- Identify gaps that require replanting or laying to encourage regrowth. When the hedge has become overgrown and gappy at the bottom, laying rejuvenates it, encouraging dense new growth from the base.
- Increase hedgerow network where possible.
- Planting large growing mature trees such as oak, ash and beech with hedgerows that will increase the amount of wildlife that uses the hedge. Insects will congregate around the crown and beneath the canopy providing feeding for birds and bats. Small trees like holly, rowan and crab apples are valuable for flowers and rich berry/fruit crops.
- Hedges should be linked with other wildlife habitats and gaps filled in. Some creatures avoid crossing open spaces because it leaves them vulnerable. Links provide safe passage.

5. Legal

Wildlife and Countryside Act 1981

Environment Act 2021

Natural Environment and Rural Communities Act 2006, s40

6. Other relevant policies

Environmental Policy
Biodiversity Policy
Tree Management Policy

Item 14d
Policy Review
Data Breach Policy

POLICY:	DATA BREACH POLICY
Policy number:	DB / 25 / v.2
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	New policy
Approved by:	Full Council
Approval date:	Provisional date: 20 th October 2025
Review due:	2026

1. Description

This **Data Breach Policy** sets out how the council will respond if personal data is accidentally or unlawfully accessed, lost, altered, disclosed, or destroyed.

2. Purpose of this policy

This Council understands that planning for a breach is essential to ensure that it has a process in place to deal with a breach at short notice should it occur.

Its purpose is to ensure that:

1. **Personal data is protected** – reducing the risk of harm to individuals if a breach occurs.
2. **Legal obligations are met** – particularly under the UK GDPR and Data Protection Act 2018, which require certain breaches to be reported to the Information Commissioner's Office (ICO) within 72 hours.
3. **Incidents are managed effectively** – with a clear process for reporting, investigating, containing, and resolving data breaches.
4. **Accountability is demonstrated** – showing that the council takes data protection seriously and has measures in place to protect residents' and staff information.
5. **Learning takes place** – identifying the cause of a breach and taking steps to prevent a repeat.

3. Scope

A Data Breach Policy typically covers:

Definition of a breach (e.g., loss of a laptop, email sent to the wrong recipient, cyber-attack).

Roles and responsibilities (who reports, who investigates, who decides if the ICO must be informed).

Breach reporting procedure (how staff and councillors must raise incidents).

Response timescales (including the 72-hour ICO requirement).

Communication with affected individuals (where required).

Review and improvement after incidents.

4. Procedure

4.1 The Breach Response Plan below sets out the key issues, which the Council has considered in preparing for a data breach.

- (a) The Town Clerk should be notified immediately of a suspected breach and in the absence of the Town Clerk, the Deputy Town Clerk should be notified.
- (b) The Town Clerk in consultation with the Chair of Policy & Finance Committee and/or the Mayor will take responsibility with delegated authority to manage the breach.
- (c) The Town Clerk will consult other data controllers or contractors as a matter of urgency for any external assistance as necessary and this is covered in the Council's Privacy Policy and Subject Access Policy.
- (d) The Town Clerk may, depending upon the nature of the breach, need to contact others to identify any actual breach and activate a breach response team if the extent of the breach requires.
- (e) The Council will review its response plan every 3 years, testing the process with others if required.

4.2 Legal issues

- a) The Council will maintain legal privilege and confidentiality where required.
- b) Should a pause of document destruction processes be required, the Town Clerk will instruct as necessary.
- c) The Town Clerk will lead on gathering appropriate evidence and information about the breach.
- d) The Council if required will contact its external lawyers to manage the investigation and give legal advice.
- e) The Town Clerk will ensure that steps to manage the investigation are recorded.
- f) Contractual rights and obligations with third parties are set out in the Council's Privacy Policy.
- g) The Council may need to notify third parties as set out in the Council's Data Management Policy and Audit Log.
- h) The Council sets out its contractual rights within its policies and contracts with others.

- i) The Council will contact the Information Commissioners Office (“ICO”) and its local law enforcement officer where necessary.
- j) The Council may take advice from its legal advisers on the legal options available to gather evidence from third parties.
- k) The Town Clerk will consult with its legal advisers and/or insurers on potential liabilities to third parties.

4.3 IT

- a) The Town Clerk will consult with the Council’s IT supplier where required in managing potential risk and responding to a data breach.
- b) The Council’s asset register provides a record of the devices where a potential breach may occur.
- c) The flow of data is set out in the Council’s Communications Policies.
- d) The Town Clerk will consult with the Council’s IT supplier to quickly secure and isolate potentially compromised devices and data, without destroying evidence should this be necessary.
- e) The Town Clerk will ensure the quick physical security of premises should this be necessary.

4.4 Cyber breach insurance

- a) The Council takes advice from its insurers on cyber breach insurance and actions on notifying and obtaining consents should a breach occur.
- b) The Town Clerk holds emergency contact details.

4.5 Data

- a) Data held by the Council is set out in the Data Management Policy and Audit Log, which includes its classification, destruction time and risk assessments, which includes protections for any sensitive data.
- b) The Town Clerk liaises with the Council’s IT supplier, should encryption be necessary
- c) The Town Clerk will ensure that data is held no longer than required.

4.6 Data subjects

- a) The Council has in place Subject Access Request and Privacy Policies with appropriate notices which are published on its website. These include notifying data subjects of contractual and legal rights of data subjects.
- b) The Council will provide appropriately worded notifications to data subjects.
- c) The Council has in place its policies and notices in compliance with GDPR, recognising the potential harm to data subjects should loss of data held by the Council occur.
- d) The Council is committed to arranging appropriate training for Councillors and staff which includes action in the event of a breach.

4.7 Public Relations

- a) The Council will consult its legal advisers in dealing with data breaches particularly with pro-active and re-active press statements.
- b) The Council will put in place arrangements to monitor media reaction as required after any breach.

5. Legal

General Data Protection Regulation (GDPR)
Data Protection Act 2018 (DPA 2018)
Privacy and Electronic Communications Regulations 2003 (PECR)
Freedom of Information Act 2000 (FOIA)
Environmental Information Regulations 2004 (EIR)
Human Rights Act 1998 (Article 8 – Right to Privacy)

6. Other relevant policies

Privacy Policy
Communications Policy
Subject Access Request Policy

Item 14e
Policy Review
Freedom of Information Policy

POLICY:	FREEDOM OF INFORMATION POLICY
Policy number:	FOI / 25 / v.14
Available to:	All Staff, Councillors & Public
Supersedes Version:	Freedom of Information Policy – 14 th May 2025
Approved by:	Full Council
Approval date:	Provisional date: 20 th October
Review due:	2028

1. Description

A Freedom of Information (FOI) Policy sets out how a town council complies with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) in the UK.

2. Purpose of this policy

The purpose of this Freedom of Information Policy is to:

Promote openness and transparency – ensure that information held by the Town Council is accessible to the public wherever possible.

Comply with the law – demonstrate the council's commitment to meeting its legal obligations under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and related legislation.

Support accountability – allow residents and stakeholders to see how decisions are made, how public money is spent, and how services are delivered.

Provide clear guidance – explain how individuals can access information, what they are entitled to, and the circumstances where information may be withheld.

Build trust – strengthen public confidence in the council's work by operating in an open and fair manner.

3. Scope

This Freedom of Information Policy applies to:



The Town Council – covering all information created, received, or held by the Council in connection with its official duties.

All Councillors, staff, and contractors – everyone working for or on behalf of the Council must comply with this policy when handling information.

All recorded information – including paper documents, electronic files, emails, audio and video recordings, photographs, and any other material held by the Council, regardless of format.

Publication Scheme information – documents and records made routinely available to the public. This scheme will enable members of the public to view and access information held by the Town Council.

Information requests – any written request from a member of the public for recorded information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

Exclusions:

Personal data covered by the Data Protection Act 2018 and UK GDPR (processed separately under data protection policies).

Information legitimately withheld under FOIA exemptions or EIR exceptions (e.g., confidential, commercially sensitive, or security-related information).

Verbal requests for information (FOIA requires written requests, though reasonable assistance will be given where needed).

4. Procedure

4.1 Obtaining Information and Information Held

There are three ways to obtain information:

a) Town Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

b) Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are Monday or Friday, between 9.30am and 4.00pm

c) Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to:

- The Town Clerk, The Guildhall, Mill Street, Ludlow
- Your request must include your name, address for correspondence, and a description of the information you require.

4.2 Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

4.3 Fees

The Freedom of Information Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- a) Disbursement costs such as printing, photocopying and postage; and
- b) When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

4.4 Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

4.5 Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Town Clerk (address as before). You will also find more detailed guidance on the website of the Information Commissioner.

4.6 Complaints

If you are dissatisfied with the response from the Council, then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 01625 545700
Email: mail@ico.gov.uk

5. Legal

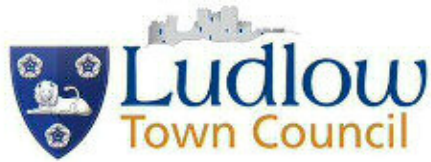
Freedom of Information Act 2000
Environmental Information Regulations 2004
Data Protection Act 2018

6. Other relevant policies

Model Publication Scheme

Item 15

Buttercross Non-Domestic Rates



Buttercross Non-Domestic Rates Review

Report No. PF/25

Policy & Finance Committee

1st September 2025

1. INTRODUCTION

- 1.1 This report is to inform the Council of the result of the Buttercross ratable value challenge.

2. RECOMMENDATIONS

- That:-
- 2.1 the new Buttercross ratable value of £1 and savings of £29,402.75 be noted.
- 2.2 the savings made be earmarked for the maintenance and future development of Ludlow Museum at the Buttercross.

3. BACKGROUND

- 3.1 In June 2024 the Council contracted the services of Goodman Nash Ltd (agreed fee of 35% of savings made) to submit a request to the Valuation Office to review the rateable value of the Buttercross Museum, with an aim to reduce the Non-Domestic rates charge for a not-for-profit enterprise.
- 3.2 The challenge was submitted in September 2024 and we were advised it could take up to 18 months to complete.

4. CURRENT SITUATION

- 4.1 On the 20th July 2025 the ratable value of the Buttercross Museum was reduced to £1.00 for the current ratable period from the 1st April 2023, this provided the Council with the following savings, and a refund of £14,112.15 for payments already made.

Year	Previous Charge	Revised Charge	Saving	Interest	Net Saving	Amount Paid	Refund
2023/2024	£5,239.50	£0.50	£5,239.00	£309.37	£5,548.37	£5,239.50	£5,548.37
2024/2025	£5,763.45	£0.50	£5,762.95	£237.19	£6,000.14	£5,763.45	£6,000.14
2025/2026	£6,362.25	£0.50	£6,361.75	£17.89	£6,379.64	£2,546.25	£2,563.64
Total Saving:			£17,363.70	£564.45	£17,928.15	Total Refund:	£14,112.15

- 4.2 Goodman Nash then proceeded to challenge the ratable value prior to the current period, from the 1st April 2017 to the 30th March 2023, this was accepted on the 19th August 2025 and reduced to a £1.00 ratable value, with a refund of £27,306.85 due to the Council.

Year	Previous Charge	Revised Charge	Saving	Amount Paid	Refund
2017/2018	£3,680.38	£0.52	£3,679.86	£3,680.38	£3,679.86
2018/2019	£4,075.11	£0.57	£4,074.54	£4,075.11	£4,074.54
2019/2020	£4,585.72	£0.65	£4,585.07	£4,585.72	£4,585.07
2020/2021	£4,990.00	£0.75	£4,989.25	£4,990.00	£4,989.25
2021/2022	£4,990.00	£0.87	£4,989.13	£4,990.00	£4,989.13
2022/2023	£4,990.00	£1.00	£4,989.00	£4,990.00	£4,989.00
Total:			£27,306.85		£27,306.85

- 4.3 After the fee has been paid to Goodman Nash, the Council will have received a refund of around £25,586.75 (£29,402.75 including remaining budget allocated for the Buttercross NDR 2025/26) with an ongoing annual saving of over £6,000.00 per year.

Senior Finance Assistant and Town Clerk
August 2025

Implications

Wards Affected (All)

Financial (Budget 4011/119 – as detailed in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)



Valuation Office Agency

The Valuation Office Agency (VOA) is an
executive agency of HM Revenue & Customs

Lucy Formela-Osborne MRICS

Wales & West
Wycliffe House
Green Lane
Durham
DH1 3UW

LUDLOW TOWN COUNCIL or Occupier
Buttercross
Ludlow
Shropshire
SY8 1AW

Your reference: CHG101267323
Our reference: 40056098

Find out more about business
rates online at: voa.gov.uk

Date: 20-JUL-2025

Dear Customer

Notice of alteration to the 2023 rating list

The rating lists are a record of rateable values of all business properties in England and Wales. The Valuation Officers of the VOA maintain these lists. We have altered the following entry in the rating list as a result of the submission dated 10 September 2024, which we are treating as well founded:

Address: LUDLOW TOWN COUNCIL, BUTTERCROSS, LUDLOW, SHROPSHIRE, SY8 1AW

Description: Museum And Premises

Rateable value: £ 1

Previous rateable value: £ 12,750

Effective date of alteration: 01-APR-2023

Rating list updated on: 18-JUL-2025

Billing authority: Shropshire

Billing authority reference number: 413002900011400

What does this mean for you?

Your billing authority may need to recalculate your business rates as a result of this alteration.

What is a rateable value?

The rateable value broadly represents the yearly rent the property could have been let for on the open market on a particular date. It is not the amount you pay but the figure used by the billing authority to calculate your rates bill. To see how the rateable value has been calculated, please visit: voa.gov.uk/valuation.

An entry in the rating list indicates liability for the payment of rates. Questions regarding payment of business rates should be directed to your billing authority.

What do you need to do?

You do not need to do anything. We have notified your billing authority, who will send you a bill.

What to do if you disagree with the alteration

You may be able to challenge this alteration if you disagree with it. Regulations set out how you can do this, and further details on the procedure are available from voa.gov.uk.

Yours faithfully

The Valuation Office Agency on behalf of the Valuation Officer
VO 7555.3 (2020)



LEADER

Item 16
Residential Rental

Our Ref: MCG / LUD250269

Tel: 01584 872153
Email: ludlow@mccartneys.co.uk

Date: 13th August 2025

Gina Wilding Town Clerk
Ludlow Town Council
Mill Street
Ludlow
Shropshire
SY8 1AZ

19 AUG 2025

Dear Gina

Re: Cemetery House, Henley Road, Ludlow, Shropshire, SY8 1RA

Further to your instruction to visit the above property on Tuesday 12th August 2025 to provide a rent review, please see below report.

The property is a detached period house located in Ludlow Cemetery. Accommodation of Sitting Room, Dining Room, Galley Kitchen, three double bedrooms and a bathroom.

At the front of the property there is a door leading to a room that does not form part of the tenancy. It is kept for council use.

Taking into account the following:

This is a unique property because of its location and because the tenants have an obligation to the council to be responsible for the opening and closing of the cemetery gates all year round.

They have encountered many instances of anti social behaviour over the years and criminal activity which they have always reported to the police.

The tenants have made many improvements to the property over the years at their own expense.

- A new bathroom
- Laminate flooring throughout the ground floor and carpets on the stairs and landing.
- Decoration is in good order throughout
- Garden is in good order

The tenants have lived there for 15 years since 2011 and are paying a rent of £500.00 which has never been increased.

Ideally the rent should have been increased every year by £25.00 at 5% and this would have brought it closer in line to today's market value.

In my opinion the current market value should be around £875.00 per calendar month. But I feel a 75% increase is not justifiable in this case.

In the UK, a fair rent increase for existing tenants is typically around 3-5% annually, especially if it aligns with local market rates and wage inflation. However, landlords can also consider a larger increase (e.g., 5-7%) if supported by strong market evidence, particularly during periods of high inflation. It's crucial to ensure any increase is reasonable and justifiable to the tenant, and that they are given adequate notice.

Take into consideration what you would have to pay someone to open and close the Cemetery gates 365 days a year and what would that cost the council? I'm guessing at least £20.00 per day that's over £600.00 per month.

At the end of the day it is your decision to raise the rent to what you feel appropriate.

However, I would advise that you increase the current rent to £600.00 per calendar month (this is a 20% increase on the current rent) and each year thereafter increase the rent by 5%.


for and on behalf of McCartneys LLP

Invoice no. 0000107520

LUD 250269

£80 + VAT.

Item 18a

Climate Action Task and Finish Group – Minutes 21st August 2025

NOTES FROM CLIMATE ACTION TASK & FINISH GROUP

Meeting: Thursday 21st August 2025 at the Guildhall, 10am

Attendees: Cllrs Cowell, Lyle, Maxwell- Muller, Tapley, and Town Clerk, Gina Wilding.

Apologies: Cllr Parry

- **Agenda Format Change:** in future access to the Shropshire Climate Action Newsletters should be via a link to their website.
- **Notes and Recs** to P&F from 11th July CA T&F were noted.
- **Actions taken since the last meeting were noted:**
 - Volunteers event taking place at St Johns Gardens on 17th September at 10am – 1pm. Feedback and updates following event to Services Committee.
 - Ludlow town centre planting Task & Finish group will meet on Thursday 18th September at 2pm.
- **Green Festival Feedback:**
 - The stall was very well received, and the event was a success for LTC.
 - Presentation materials were very effective at attracting people to the stall.
 - LTC branded table cover was helpful, but a high-level banner hung above the stall would be more effective for next time.
 - Seeds give-away was a great way of engaging with visitors and should be part of next year's stall. Cllrs funded the seeds themselves this year, but next year the plan is to start early and increase the number of free seed packages available to give away by:
 - harvesting seeds from gardens, participating in the Ludlow 21 seed swap in February 2026, approach local retailers for donations, and secure funds from the LTC CA budget.
- **Hedgerow Management Policy:** To re-format the information provided into the Policy Template and submit to P&F for recommendation of approval to FC.
- **Climate Action Plan (CAP)**
 - **Action 4:** Whilst SOS has been disbanded, there is still a link to Carbon Literacy training and further information will follow from Cllr Lyle.
 - **Action 11:** 'Aim to ensure all contractors have a 'Zero to Landfill' policy was flagged as an item that needs to be progressed via P&F in due course so that this wording / expectation is added to tendering document templates.
 - **Action 24:** to note that at FC on 14th April 2025 it was resolved to approve a new award in recognition of supporting biodiversity, energy reduction and environmental sustainability. (criteria attached)

- **Action 26:** Cllrs attending Climate / Nature recovery conferences in Sept and October will be able to bring ideas forward to help shape the public meeting – a request for funding for large parish map to be made to P&F.
 - **Action 29** - to be updated with recent development that Volunteers event taking place at St Johns Gardens on 17th September at 10am – 1pm. Feedback and updates following event to Services Committee.
 - **Action 30:** specifically, quarterly social media posts in March / June/ Sept / Dec in support of the seasonal requirement of maintaining a compost bin / bay / pile.
 - **Action 33:** to be followed up to ensure timely preparation.
 - **Action 34:** could be linked to the town centre strategy / requires policy procedure guidance for DLF before it is actionable.
 - **Action 35:** To research and compile list of local warm hubs which may include, but not limited to:
 - Rockspring Centre
 - Helena Lane
 - Old Street Education Centre
 - St Peters, St. Johns and St Laurence Churches,
 - Youth centre (when re-opened)
 - Gather@
- **Recommendations to Policy & Finance meeting on 1st September 2025:**
 - To approve the draft Hedgerow Management Policy.
 - To approve expenditure for a large scale (A0) professionally printed map of the parish or Ludlow, for display at the forthcoming Public Meeting (date TBC). The map will be annotated with the existing green areas to help bring the idea of nature corridors to life for residents to increase participation in planting insect friendly plants.
- **Next meeting dates:**
 - Thursday 2nd October 2025 10am
 - Thursday 13th November 2025 11.30am

Item 18b

Climate Action Task and Finish Group – Recommendations 21st August 2025



Recommendations from the Climate Action Task and Finish Group 11th July 2025 to Policy and Finance Committee 21st July 2025

- **Recommendations to Policy & Finance meeting on 1st September 2025:**
 - To approve the draft Hedgerow Management Policy.
 - To approve expenditure of £45 for a large scale (A0) professionally printed map of the parish or Ludlow, for display at the forthcoming Public Meeting (date TBC). The map will be annotated with the existing green areas to help bring the idea of nature corridors to life for residents to increase participation in planting insect friendly plants.

Item 19

CCLA Public Sector Deposit Fund Investment – June 2025

Statement of Account

Ms Gina Wilding
Ludlow Town Council
The Guidhall
Mill Street
LUDLOW
Shropshire
SY8 1AZ

5 July 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**
Statement period: **31/05/2025 to 30/06/2025**

Account summary

Total valuation as at 30 June 2025	£844,564.88
Total valuation as at last statement at 31 May 2025	£841,469.64

Holdings as at 30 June 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	844,564.8800	£1.00	£844,564.88
			Total value
			£844,564.88

Transactions for the period from 31 May 2025 to 30 June 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/06/2025	Income Reinvestment	3,095.2400	£1.0000	£3,095.24

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 4.27% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jun 2025	02/07/2025	Reinvestment	£99.02	PS3078701-001
Jun 2025	02/07/2025	Reinvestment	£2,868.52	PS3078701-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [**clientservices@ccla.co.uk**](mailto:clientservices@ccla.co.uk).

Item 19

CCLA Public Sector Deposit Fund Investment – July 2025

Statement of Account

Ms Gina Wilding
Ludlow Town Council
The Guidhall
Mill Street
LUDLOW
Shropshire
SY8 1AZ

5 August 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**
Statement period: **30/06/2025 to 31/07/2025**

Account summary

Total valuation as at 31 July 2025 **£847,532.42**
Total valuation as at last statement at 30 June 2025 **£844,564.88**

Holdings as at 31 July 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	847,532.4200	£1.00	£847,532.42
			Total value
			£847,532.42

Transactions for the period from 30 June 2025 to 31 July 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/07/2025	Income Reinvestment	2,868.5200	£1.0000	£2,868.52
02/07/2025	Income Reinvestment	99.0200	£1.0000	£99.02

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 4.23% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jul 2025	04/08/2025	Reinvestment	£3,042.70	PS3078701-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.