



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: 21st February 2024

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 26th February 2024 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **INCOME AND EXPENDITURE**
- **Q3 EXCEPTIONS REPORT**
- **POLICY REVIEW**
- **CONTACTLESS PAYMENTS**

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 exit is 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 broadcast including blogging, tweeting and other social media is permitted during public session 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. **Apologies**
To receive and note apologies from members of the Committee.
4. **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.
5. **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.
6. **Ludlow’s Unitary Councillors Session** – Ludlow’s Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
7. **Minutes**
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 15th January 2024.**
8. **Items to Action**
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 15th January 2024.**

	ITEM	Attachment
9.	FINANCE INFORMATION	
	To receive:-	
a)	Cash Book – Payments and Income for December 2023 and January 2024	9a



b)	Reconciliation for December 2023 and January 2024.	9b
c)	Barclaycard - Payments, Income & Reconciliation for December 2023 and January 2024.	9c
d)	PayPal – Payments, Income & Reconciliation for December 2023 and January 2024.	9d
e)	Petty Cash – Payment, Income & Reconciliation for December 2023 and January 2024.	9e
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for December 2023.	9f
g)	Income - Payment, Income & Reconciliation for December 2023 and January 2024.	9g
h)	Electric Vehicle Charging - Payment, Income & Reconciliation for December 2023 and January 2024.	9h
i)	Mayor's Charity - Payment, Income & Reconciliation for November, December 2023 and January 2024.	9g
j)	Mayor's Charity Income - Payment, Income & Reconciliation for November, December 2023 and January 2024.	9i
10.	INCOME AND EXPENDITURE 3rd QUARTER 2023/24	
a)	To receive the 3 rd Quarter Income and Expenditure report	10a
b)	To approve the 3 rd Quarter Income and Expenditure Exceptions report	10b
11.	AGED DEBTORS	
a)	To receive a report of current and aged debtors.	11a
b)	To consider a report on debtors.	11b
12.	POLICY REVIEW	12
	To consider a report from the Town Clerk reviewing recommendations from Services Committee for the Market Regulations.	
13.	CLIMATE ACTION SUB-COMMITTEE	13
	To note that the meeting of the Climate Action Sub-Committee on the 15 th February 2024 was inquorate.	
14.	CASHLESS MARKET RENT PAYMENTS	14
	To consider a report.	
15.	YEAR END CLOSEDOWN 2024	No papers
	To note that the yearend closedown meeting with the accountant will be on Wednesday 24 th April 2024.	
16.	MAYOR'S CIVIC EVENTS	16
	To receive the list of Civic Events attended by the Mayor, or Deputy Mayor and Councillors on behalf of the Mayor from November 2023 to January 2024	



M e m b e r s h i p

Members of the Policy & Finance Committee

Councillors S Waite (Chair); Garner; Gill; Ginger; Parry; Pote, Urka and B. Waite

Notes

**The next Policy & Finance Committee meeting will be held on the
15th April 2024**

Item 7
Minutes

PF/123 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/124 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/125 MINUTES

RESOLVED (Unanimous) SW/RP

That the minutes of the Policy and Finance Committee meeting held on 4th December 2023, be approved as a correct record, and signed by the Chair.

PF/126 ITEMS TO ACTION

RESOLVED (Unanimous) SW/RP

That the items to action from the Policy and Finance Committee meeting held on 4th December 2023, be noted.

PF/127 FINANCE INFORMATION

RESOLVED (Unanimous) SW/SO

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; and Income Payments, Income and Reconciliation for November 2023; be received.

PF/128 Finance Information – Electric Vehicle Charging

The Town Clerk informed the Committee that a new cashbook had been set up to reconcile the top up balance held on the electric vehicle charging app.

RESOLVED (Unanimous) SW/RP

That the Electric Vehicle Charging Payments, Income and Reconciliation; be received.

PF/129 AGED DEBTORS

RESOLVED (Unanimous) SW/TG

That the Current and Aged Debtors list be received.

PF/130 POLICY REVIEW

Safeguarding – Children and Vulnerable Adults Protection Policy

RECOMMENDED (Unanimous) AU/SW

That:-

- a) the words “withing 24 hours” be added into paragraph 4.3.
- b) the words “Working Together to Safeguard Children 2023 Statutory Guidance” be added to paragraph 5.
- c) the Safeguarding – Children and Vulnerable Adults Protection Policy be adopted.

PF/131 Safeguarding – Confidential Reporting Policy

RECOMMENDED (Unanimous) AU/SW

That:-

- a) the safeguarding contact details for Shropshire Council are added to paragraph 7.
- b) the Safeguarding – Confidential Reporting Policy be adopted.

PF/132 Councillors Social Media Guidance

RECOMMENDED (Unanimous) SW/TG

That the Councillors Social Media Guidance be adopted.

PF/133 Member Meeting Protocol

RECOMMENDED (Unanimous) SW/GG

That:-

- a) in paragraph 2 the word “Noland” be replaced by “Nolan”.
- b) the Member Meeting Protocol be adopted.

PF/134 CLIMATE ACTION SUB-COMMITTEE

a) Minutes

RESOLVED (Unanimous) RP/EG

That the minutes of the Climate Action Sub-Committee meeting held on the 4th January 2024, be received.

PF/135 b) Climate Action Sub-Committee Update Report

RESOLVED (Unanimous) RP/EG

That the Climate Action Sub-Committee Update report, be received.

PF/136 INTERIM INTERNAL AUDIT

RESOLVED (Unanimous) SW/GG

That the explanation of the Interim Internal Audit observation and action taken, be approved.

PF/137 VAT NOTICE 749 UPDATE

RESOLVED (Unanimous) SW/GG

That the VAT Notice 749 be noted.

PF/138 PUBLIC SECTOR DEPOSIT FUND

RESOLVED (Unanimous) SW/GG

That the Public Sector Deposit Fund Subscription Contract Note be noted.

The meeting closed at 7.42pm.

Chair

Date

N.B. Closed Session Minutes will NOT be issued for this meeting.

Item 8
Items to Action

Policy & Finance Committee Items to Action

Minute No.	Resolution	Action	Status	Date
DA/PF/26/07/21/23	<p><u>BARCLAYS.NET</u></p> <p><u>RECOMMENDED (Unanimous) GG/PA</u></p> <p>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.</p> <p>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).</p> <p>c) To investigate other payments options with Barclays Bank.</p>	<p>Open bank account</p> <p>Set up new account on Barclays.net</p> <p>Virement</p> <p>Investigate payment options</p>	<p>Awaiting paperwork</p> <p>Complete</p>	02/08/21
PF/140	<p><u>POLICY REVIEW</u></p> <p>a) <u>Proposals from Councillor Adams</u></p> <p>That:-</p> <p>a) a standard format and style template be adopted for use by all Committees for their policies, protocols and procedure documents.</p> <p>b) an electronic Policy Library be set up from a master list of such documents.</p>	<p>Create template</p> <p>Set up electronic policy library</p>	Done	11/01/23

	<p>c) the library is structured to reflect 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	<p><u>POLICY REVIEW</u></p> <p>a) <u>Policy Numbering</u></p> <p><u>RESOLVED (Unanimous) GG/EG</u></p> <p>That the policy categorising and indexing system be adopted and applied to all Council Policies.</p>	Implement numbering policy	In process	
PF/44	<p><u>AGED DEBTORS</u></p> <p>That:-</p> <p>a) the Outstanding Balance simple table format be used for future reporting on debtors.</p> <p>b) the Debt Recovery Policy be brought to the next Policy and Finance Committee meeting.</p>	Review Debt Recovery Policy		

PF/115	<p><u>WEST MERCIA ENERGY</u></p> <p>That the green energy proposal be noted and reviewed at a future meeting.</p>			
PF/130	<p><u>Safeguarding – Children and Vulnerable Adults Protection Policy</u></p> <p><u>RECOMMENDED (Unanimous) AU/SW</u></p> <p>That:-</p> <p>a) the words “withing 24 hours” be added into paragraph 4.3.</p> <p>b) the words “Working Together to Safeguard Children 2023 Statutory Guidance” be added to paragraph 5.</p> <p>c) the Safeguarding – Children and Vulnerable Adults Protection Policy be adopted.</p>	<p>Recommend to Full Council</p> <p>Move to Adopted Policies Folder</p> <p>Circulate to Staff/ Councillors/ Website</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>22/01/24</p> <p>21/02/24</p> <p>21/02/24</p>
PF/131	<p><u>Safeguarding – Confidential Reporting Policy</u></p> <p><u>RECOMMENDED (Unanimous) AU/SW</u></p> <p>That:-</p> <p>a) the safeguarding contact details for Shropshire Council are added to paragraph 7.</p> <p>b) the Safeguarding – Confidential</p>	<p>Recommend to Full Council</p> <p>Move to Adopted Policies Folder</p> <p>Circulate to Staff/ Councillors/ Website</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>22/01/24</p> <p>21/02/24</p> <p>21/02/24</p>

	Reporting Policy be adopted.			
PF/132	<u>Councillors Social Media Guidance</u>	Recommend to Full Council	Done	22/01/24
	<u>RECOMMENDED (Unanimous) SW/TG</u>	Move to Adopted Policies Folder	Done	21/02/24
	That the Councillors Social Media Guidance be adopted.	Circulate to Staff/ Councillors	Done	21/02/24
PF/133	<u>Member Meeting Protocol</u>	Recommend to Full Council	Done	22/01/24
	<u>RECOMMENDED (Unanimous) SW/GG</u>	Move to Adopted Policies Folder	Done	21/02/24
	That:- a) in paragraph 2 the word "Noland" be replaced by "Nolan". b) the Member Meeting Protocol be adopted.	Circulate to Staff/ Councillors	Done	21/02/24
PF/125	<u>MINUTES</u>	Sign minute	Done	15/01/24
	That the minutes of the Policy and Finance Committee meeting held on 4 th December 2023, be approved as a correct record, and signed by the Chair.	File minutes	Done	17/01/24
		Put online	Done	17/01/24
PF/108	<u>POLICY REVIEW</u>	Recommend to Full Council	Done	11/12/23
	<u>RECOMMENDED (5:0:2) SW/SO</u>	Move to Adopted Policies Folder	Done	10/01/24
	That the Social Media Policy be adopted.	Circulate to Staff/ Councillors/ Website	Done	10/01/24
PF/109	<u>POLICY REVIEW</u> <u>RECOMMENDED (4:0:3) SW/TG</u>	Recommend to Full Council Move to Adopted Policies	Done Done	11/12/23

	That the Social Media Statement be adopted.	Folder Circulate to Staff/ Councillors/ Website	Done	10/01/24
PF/113	<p><u>CLIMATE ACTION SUB-COMMITTEE</u></p> <p>That the Climate Action Plan be returned to the Climate Action Sub-Committee to be resubmitted to the Policy and Finance Committee, with the following comments:-</p> <ul style="list-style-type: none"> • Amend “We will” to “We aim to”, for actions that have not yet been approved by Council. • To delete the reference to a Youth Council is not a climate issue. It is matter for Council. • Include a column for the date/minute number of when each item is approved by Council. • Keep actions that have been achieved on the plan to show progress. 	Refer back to the Climate Action Sub-Committee	Done Done	10/01/24 04/01/24
PF/20	<p><u>POLICY REVIEW</u> <u>Children and Vulnerable Adults</u> <u>Protection Policy</u></p> <p>That the Children and Vulnerable Adults Protection Policy is reviewed in relation to Shropshire Council’s policy and amended to:</p> <p>a) identify a designated safeguarding lead at the Town Council;</p> <p>b) included a short and specific procedure to ensure all relevant information was</p>	Amend Policy Bring back to Policy and Finance Committee	Done Done	10/01/24 15/01/24

	<p>recorded during the reporting of an incident;</p> <p>c) include contact details of appropriate people outside of the Town Council so that an incident could be escalated, if necessary;</p> <p>d) include a more detailed process to address the specific situation of vulnerable adults;</p> <p>e) include a more detailed process to address how incidents will be investigated; and</p> <p>f) The amended policy is brought back to Policy and Finance Committee.</p>			
PF/110	<p><u>POLICY REVIEW</u> That the Councillors Social Media Guidance be reviewed against the Local Government Association guidance and be brought back to Policy and Finance Committee.</p>	<p>Review Policy</p> <p>Bring back to P&F</p>	<p>Done</p> <p>Done</p>	<p>10/01/23</p> <p>15/01/23</p>
PF/99	<p><u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 23rd October 2023, be approved as a correct record, and signed by the Chairman.</p>	<p>Sign minute</p> <p>File minutes</p> <p>Put online</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>04/12/23</p> <p>06/12/23</p> <p>05/01/23</p>
PF/70	<p><u>BARCLAYCARD</u> That:-</p> <p>a) a credit limit of £7,200.00 on the Council's Barclaycard be approved.</p> <p>b) the addition to financial procedure described in the report be approved.</p>	<p>Amend credit limit</p>	<p>Done</p>	<p>28/11/23</p>

PF/72	<u>POLICY REVIEW</u> <u>RECOMMENDED (Unanimous) SW/EG</u> That the Investment Policy, Investment Strategy, Protocol on Member/Officer Relations and Social Media Policy, be adopted.	Recommend to Full Council	Done	11/12/23
PF/71	<u>BARCLAYCARD</u> That the Town Clerk report back to Policy and Finance Committee on how the new Barclaycard financial procedure fit in with the Financial Regulations.	Report to P&F Committee	Done	23/10/23
PF/89	<u>PHOTOCOPIER AGREEMENT</u> That an updated report to include more information regarding options and accountability be presented to Council on 30 th October 2023.	Report to Full Council	Done	30/10/23
PF/82	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 11 th September 2023, be approved as a correct record, and signed by the Chairman.	Sign minute File minutes Put online	Done Done Done	23/10/23 27/10/23 27/10/23
PF/62	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 10 th July 2023, be approved as a correct record, and signed by the Chairman.	Sign minute File minutes Put online	Done Done Done	11/09/23 27/10/23 27/10/23
PF/86	<u>ASSET DISPOSAL POLICY</u> <u>RECOMMENDED (Unanimous) SW/GG</u> That the Asset Disposal Policy be adopted.	Recommend to Full Council	Done	30/10/23
PF/87	<u>COUNCILLOR ABSENCE AND APOLOGIES POLICY</u>	Recommend to Full Council	Done	30/10/23

	RECOMMENDED (Unanimous) GG/EG That the Councillor Absence and Apologies Policy be adopted.			
PF/88	ENVIRONMENTAL POLICY RECOMMENDED (7:0:1) GG/EG That, subject to the inclusion of the word 'endeavour' in the first sentence of section 3, the Environmental Policy be adopted.	Recommend to Full Council	Done	30/10/23
PF/121	Health and Wellbeing Policy That the Town Clerk approach Shropshire Council to discuss the provision so improved HR support for individual staff members.		Done	
PF/64	LUDLOW BATHING WATER STATUS RECOMMENDED (Unanimous) SW/BW That Ludlow Town Council support the Ludlow Bathing Water Status application.	Recommend to Full Council	Done	18/09/23
PF/67	AGED DEBTORS That the Glascote Funeral Directors outstanding invoice number 798, in the sum of £370.40 be written off.	Write off Debt	Done	27/10/23
PF/159	c) Work Experience Placements Policy RECOMMENDED (Unanimous) EH/PA That:- a) the Work Experience Placements Policy be adopted. b) a detailed Work Experience procedure schedule is put in place and reported back to Staffing Committee following completion of a placement.	Recommend to Council Write Work Experience Procedure Schedule	Done	23/01/23

PF/49	b) <u>Twinning Protocol</u> <u>RECOMMENDED (3:1:2) SW/DL</u> That the Twinning Protocol be adopted.	Recommend to Full Council	Done	31/07/23
PF/50	c) <u>Events Square Policy</u> <u>RECOMMENDED (Unanimous) SW/BW</u> That the Events Square Policy, subject to the amendment that all applications are referred to Full Council for approval, be adopted.	Recommend to Full Council	Done	31/07/23
PF/51	<u>CLIMATE ACTION SUB-COMMITTEE</u> That:- a) the meeting and minutes of the Climate Action Sub-Committee held on the 29 th June 2023 be considered null and void. b) a new meeting of the Climate Action Sub-Committee be called to properly consider the agenda items from the 29 th June 2023 meeting.	Call a new meeting	Done	24/08/23
PF/54	<u>BUTTERCROSS RENT REVIEW AND EPC</u> b) <u>Rent Valuation</u> That:- a) Franklin Gallimore are instructed to draw up a new 7 year business lease, incorporating the new commercial rate and begin negotiations with the tenant as a matter of urgency b) the Town Clerk provide reasons for the delay to this new lease/rent review.	Instruct Franklin Gallimore Report to P&F	Done Done	11/07/23 11/09/23
PF/48	<u>POLICY REVIEW</u> a) <u>Flag Protocol</u> <u>RECOMMENDED (4:0:1) GG/BW</u>	Recommend to Full Council	Done	31/07/23

	That the Flag Protocol, subject to the replacement of the Town Flag paragraph with the words “The Town Flag of Ludlow should be flown on all days where the National Flag/other flags are not required.” and the deletion of “Consort” at paragraph 4.8, be adopted.			
PF/47	<u>TOWN FLAG</u> That a new Town Flag be produced using the Ludlow Town Council logo shield.	Produce Town Flag	Done	14/09/23
PF/40	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 5 th June 2023, be approved as a correct record, and signed by the Chairman.	Sign minute File minutes Put online	Done Done Done	10/07/23 24/07/23 24/07/23
PF/14	<u>CARD PAYMENTS</u> <u>RESOLVED (Unanimous) GG/EG</u> That:- a) a SumUp account linked to the Town Council’s bank account be set up to enable contactless sales at Ludlow Museum At the Buttercross. b) the purchase of £79.00 + VAT of a SumUp Solo standalone touchscreen terminal, be approved.	Setup SumUP Account Purchase SumUp Solo standalone touchscreen terminal	Done Done	09/06/23 06/07/23
PF/212	<u>AGED DEBTORS</u> That the outstanding invoices be chased for payment and a report be brought back to the next Policy and Finance Committee meeting, following which solicitors letters be issued.	Chase payment Report to P&F	Done Done	13/07/23 05/06/23

DA/PF/17/01/22/71	CALENDAR OF EVENTS DEBTORS RECOMMENDED (Unanimous) GG/GP That no refunds are made in regard to the 2020 Calendar of Events and payment be chased for the outstanding invoices.	Chase invoice payment	Done	13/07/23
DA/PF/06/12/21/59	AGED DEBTORS REPORT RECOMMENDED (Unanimous) GP/GG That:- a) the Blondies and Digital Copier Systems debts by written off; b) the Town Clerk write to Glascote Funeral Director and investigate the sale of the business included outstanding debts; c) the Calendar of Events debts be included in the future report to Policy and Finance Committee.	Write off debts	Done	11/02/22
		Contact	Done	
		Write a report	Done	17/01/22
PF/49	BUTTERCROSS COMMERCIAL LEASE That:- a) the update be noted; b) a rent review will be obtained from both suppliers as requested by Committee. c) an EPC will be obtained from Franklin Gallimore.	Obtain rent review	Done	05/07/23
		Obtain EPC	Done	05/07/23
PF/162	c) Fidelity Insurance RECOMMENDED (Unanimous) TG/PA That the Council's fidelity insurance be increased to cover £1,800,000.00.	Recommend to Council	Done	23/01/23
		Increase fidelity insurance to £1.8m	Done	27/04/23
PF/202	MINUTES That the minutes of the Policy and Finance Committee meeting held on 27 th February	Sign minute	Done	17/04/23
		File minutes	Done	26/04/23
		Put online	Done	26/04/23

	2023, be approved as a correct record, and signed by the Chairman.			
PF/215	<u>POLICY REVIEW</u> That a unique numbering system be applied to all Council Policies.	Report back to P&F with numbering system	Done	05/06/23
PF/216	<u>THRIVING CHILDREN</u> That:- a) the deadline of the 3 rd May be noted. b) Ludlow Town Council submit an all encompassing bid with Shropshire Youth Association, South Shropshire Youth Forum and the Childrens Society, to secure as much funding for Ludlow youth activities as possible.	Submit bid	Done	03/05/23
PF/09	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 17 th April 2023, be approved as a correct record, and signed by the Chairman.	Sign minute File minutes Put online	Done Done Done	05/06/23 07/06/23 21/06/23
PF/12	<u>AGED DEBTORS</u> That:- a) the Aged Debtors report be received b) the Aged Debtors report be presented to the next Committee in different formats for Members to choose the most appropriate.	Present reports to P&F	Done	Meeting 10/07/23
PF/18	<u>LINNEY RIVERSIDE PARK</u> That subject to providing proof of insurance and the understanding that the Linney Riverside Park is a public open space and will not be cordoned off for the sole use of the event, the Ludlow Fly Tying	Issue permission after insurance details are received	Done	09/06/23

	Club be given permission to use the Linney Riverside Park to hold a training event on the 24 th June 2023.			
PF/19	<u>COMMUNITY ASSET</u> That Ludlow Town Council support the nomination of Ludlow Football Club as an asset of community value.	Support the nomination	Done	06/06/23
PF/21	b) <u>Internal Controls Policy</u> <u>RECOMMENDED (4:0:1) GG/SW</u> That the Internal Controls Policy be adopted.	Recommend to Full Council	Done	Meeting 31/07/23
PF/22	c) <u>Risk Management Policy</u> <u>RECOMMENDED (Unanimous) EG/GG</u> That the Risk Management Policy be adopted.	Recommend to Full Council	Done	Meeting 31/07/23
PF/23	d) <u>Market Regulations</u> That:- a) the Market Regulations be referred to Services Committee for their input before coming back to Policy and Finance Committee. b) all Councillor submit their comments on the Market Regulations before it is presented to Services Committee.	Refer to Services Committee Circulate to Councillors for comment	Done	Meeting 26/07/23
PF/24	e) <u>Market Stall Allocation Procedure</u> <u>RECOMMENDED (Unanimous) GG/BW</u> That the Market Stall Allocation Procedure be adopted.	Recommend to Full Council	Done	Meeting 31/07/23
PF/25	f) <u>Market Compliance Procedure</u> <u>RECOMMENDED (Unanimous) BW/GG</u> That the Market Compliance Procedure, subject to including notifying Services	Recommend to Full Council	Done	Meeting 31/07/23

	Committee for Stage 3 Very Serious matters, be adopted.			
PF/26	<p>g) <u>Market Complaints Process</u> RECOMMENDED (Unanimous) BW/GG That the Markets Complaints Process, subject to including notifying Services Committee at Stage 2 Formal (4.2), be adopted.</p>	Recommend to Full Council	Done	Meeting 31/07/23
PF/27	<p>h) <u>Castle Gardens Policy</u> RECOMMENDED (Unanimous) GG/VP That the Castle Gardens Policy be adopted.</p>	Recommend to Full Council	Done	Meeting 31/07/23
PF/28	<p>i) <u>Memorial Safety Policy</u> It was suggested that a generic cemeteries email address be set up for use on all cemetery paperwork. RECOMMENDED (Unanimous) BW/EG That the Memorial Safety Policy, subject to removal of reference to the tople tester in paragraph 4.7, be adopted.</p>	<p>Recommend to Full Council</p> <p>Set up email address</p>	Done	Meeting 31/07/23
PF/29	<p>j) <u>Cemetery Rules and Regulations</u> RECOMMENDED (Unanimous) GG/VP That the Cemetery Rules and Regulation be adopted.</p>	Recommend to Full Council	Done	Meeting 31/07/23

Items 9a

Payments & Receipts – December 2023

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Barclays Combined

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/11/2023			4.00	4.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2023			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/12/2023	2390505558	22.18		22.18		R <input checked="" type="checkbox"/>	ASE Plumbing & Heating Supplie
01/12/2023	2390505383	280.00		280.00		R <input checked="" type="checkbox"/>	A Heiron
01/12/2023	2390504789	62.00		62.00		R <input checked="" type="checkbox"/>	Amanda Gray
01/12/2023	2991164061	1,696.88		1,696.88		R <input checked="" type="checkbox"/>	James Hallam Ltd
01/12/2023	2390510833	70.78		70.78		R <input checked="" type="checkbox"/>	JPS
01/12/2023	2390520370	51.19		51.19		R <input checked="" type="checkbox"/>	Travis Perkins Trading Co Ltd
01/12/2023	2390519230	355.42		355.42		R <input checked="" type="checkbox"/>	TFM Farm & Country Superstore
01/12/2023	2390560015	1,988.40		1,988.40		R <input checked="" type="checkbox"/>	Blachere Illuminations UK
01/12/2023	2390511130	322.38		322.38		R <input checked="" type="checkbox"/>	GoCustom Clothing
01/12/2023	2390508013	67.04		67.04		R <input checked="" type="checkbox"/>	Ludlow Homecare Ltd
01/12/2023	2390507374	780.00		780.00		R <input checked="" type="checkbox"/>	Hire Equipment (Ludlow) Ltd
01/12/2023	2390517683	115.20		115.20		R <input checked="" type="checkbox"/>	Shropshire Council
01/12/2023	2390522278	75.00		75.00		R <input checked="" type="checkbox"/>	Stephen J Weaver (Wooferton) L
01/12/2023	2390506854	101.98		101.98		R <input checked="" type="checkbox"/>	G. E. Bright Electrical
01/12/2023	2390512823	220.00		220.00		R <input checked="" type="checkbox"/>	M & B Cramp
01/12/2023	2390508492	320.00		320.00		R <input checked="" type="checkbox"/>	J B Roadshow Mobile Disco
01/12/2023	2390518163	279.60		279.60		R <input checked="" type="checkbox"/>	Space Mobiles Ltd
01/12/2023	2390521257	515.76		515.76		R <input checked="" type="checkbox"/>	Unifire & Security Ltd
01/12/2023	2390511237	100.00		100.00		R <input checked="" type="checkbox"/>	Ludlow Race Club Ltd
01/12/2023	2390518224	2,520.00		2,520.00		R <input checked="" type="checkbox"/>	PKF Littlejohn LLP
01/12/2023	239051656	608.40		608.40		R <input checked="" type="checkbox"/>	North Shropshire Scaffolding
01/12/2023	2390518247	25.70		25.70		R <input checked="" type="checkbox"/>	Roundabout Stationery
01/12/2023	2390517354	265.00		265.00		R <input checked="" type="checkbox"/>	Print Resource
01/12/2023	2390506520	876.72		876.72		R <input checked="" type="checkbox"/>	Border Computer Services Ltd
01/12/2023	2390507928	450.30		450.30		R <input checked="" type="checkbox"/>	IAC Audit and Consultancy Ltd
01/12/2023	2390516551	126.72		126.72		R <input checked="" type="checkbox"/>	Flowbird Smart City UK Limited
01/12/2023	2991071928	4,602.30		4,602.30		R <input checked="" type="checkbox"/>	Owen Watts
01/12/2023	2390515368	56.71		56.71		R <input checked="" type="checkbox"/>	Morris, Bufton & Co Ltd
01/12/2023	2390517796	336.00		336.00		R <input checked="" type="checkbox"/>	Ludlow Skip Hire
01/12/2023	107120	150.00		150.00		R <input checked="" type="checkbox"/>	Tom Wenlock
01/12/2023	2390522824	86.40		86.40		R <input checked="" type="checkbox"/>	Vision ICT Ltd
01/12/2023	2991071688	150.00		150.00		R <input checked="" type="checkbox"/>	Magical Experiences
01/12/2023	2991077237	1,140.00		1,140.00		R <input checked="" type="checkbox"/>	Benbow Bros Timber Ltd
01/12/2023	Std Ord	2,495.00		2,495.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/12/2023	Std Ord	160.00		160.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/12/2023	Std Ord	55.00		55.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/12/2023	Std Ord	524.00		524.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/12/2023	Std Ord	13.25		13.25		R <input checked="" type="checkbox"/>	TV Licence
01/12/2023	1	97.79		97.79		R <input checked="" type="checkbox"/>	Water Plus
01/12/2023	2	43.94		43.94		R <input checked="" type="checkbox"/>	Water Plus
01/12/2023	3	120.00		120.00		R <input checked="" type="checkbox"/>	Ludlow Self Storage Ltd
01/12/2023	10	39.96		39.96		R <input checked="" type="checkbox"/>	Screwfix
01/12/2023	Std Rec		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/12/2023			12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/12/2023			12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023	4	217.23		217.23		R <input checked="" type="checkbox"/>	Barclays Bank

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Barclays Combined

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023	9	194.40		194.40		R <input checked="" type="checkbox"/>	Water Plus
04/12/2023			5,066.46	5,066.46		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023	2		3,465.00	3,465.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023			4.00	4.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023			21.82	21.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023			12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	7	15.21		15.21		R <input checked="" type="checkbox"/>	Water Plus
06/12/2023	8	57.47		57.47		R <input checked="" type="checkbox"/>	Water Plus
06/12/2023			8.00	8.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	Std Ord	947.00		947.00		R <input checked="" type="checkbox"/>	Shropshire Council
07/12/2023	3		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023			8.00	8.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/12/2023			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/12/2023			62.77	62.77		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/12/2023			31.39	31.39		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/12/2023			1,072.00	1,072.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/12/2023			18.00	18.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	4		3,220.00	3,220.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023			4.00	4.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023			16.00	16.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023			418.00	418.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023			19.99	19.99		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023			32.04	32.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	5	994.97		994.97		R <input checked="" type="checkbox"/>	Public Works Loan Board
12/12/2023			12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	5		99.00	99.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023			2.00	2.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	6	108.03		108.03		R <input checked="" type="checkbox"/>	Water Plus
14/12/2023	1	2,995.38		2,995.38		R <input checked="" type="checkbox"/>	Barclaycard
14/12/2023	6		1,230.00	1,230.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023			2.00	2.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/12/2023	DDR	48.91		48.91		R <input checked="" type="checkbox"/>	AIBMS
15/12/2023			22.00	22.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/12/2023			14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/12/2023			30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	13	21.72		21.72		R <input checked="" type="checkbox"/>	Water Plus
18/12/2023	14	1,857.73		1,857.73		R <input checked="" type="checkbox"/>	West Mercia Energy
18/12/2023	15	539.99		539.99		R <input checked="" type="checkbox"/>	Alphabet (UK) Ltd
18/12/2023	16	26.99		26.99		R <input checked="" type="checkbox"/>	Plusnet plc
18/12/2023	17	297.65		297.65		R <input checked="" type="checkbox"/>	The Midcountries Co-operative
18/12/2023	27	806.38		806.38		R <input checked="" type="checkbox"/>	Alphabet (UK) Ltd
18/12/2023	27	539.99		539.99		R <input checked="" type="checkbox"/>	Alphabet (UK) Ltd
18/12/2023	7		2,470.00	2,470.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023			16.00	16.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/12/2023	21	202.56		202.56		R <input checked="" type="checkbox"/>	Water Plus
19/12/2023			18.34	18.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/12/2023			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Barclays Combined

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/12/2023			12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/12/2023	18	945.31		945.31		R <input checked="" type="checkbox"/>	Cheaper Waste Ltd
21/12/2023	19	106.54		106.54		R <input checked="" type="checkbox"/>	Cheaper Waste Ltd
21/12/2023	8		1,160.00	1,160.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/12/2023			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/12/2023	20	60.64		60.64		R <input checked="" type="checkbox"/>	SCG Together
22/12/2023	24	7,992.98		7,992.98		R <input checked="" type="checkbox"/>	Ludlow Town Council Payroll
22/12/2023	25	44,767.91		44,767.91		R <input checked="" type="checkbox"/>	Ludlow Town Council Payroll
22/12/2023	26	16,055.14		16,055.14		R <input checked="" type="checkbox"/>	Ludlow Town Council Payroll
22/12/2023			899.00	899.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/12/2023			449.50	449.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/12/2023			14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2023			26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/12/2023			48.00	48.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/12/2023			22.00	22.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/12/2023			2.00	2.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2023	DDR	226.80		226.80		R <input checked="" type="checkbox"/>	Siemans Financial Services
27/12/2023	22	321.91		321.91		R <input checked="" type="checkbox"/>	EE Ltd
27/12/2023			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2023	9		273.00	273.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/12/2023	23	145.55		145.55		R <input checked="" type="checkbox"/>	West Mercia Energy
28/12/2023			8.00		8.00	<input type="checkbox"/>	Receipt(s) Banked
28/12/2023			7.62	7.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/12/2023	11	147.49		147.49		R <input checked="" type="checkbox"/>	Water Plus
29/12/2023	12	79.82		79.82		R <input checked="" type="checkbox"/>	Water Plus
29/12/2023			18.00		18.00	<input type="checkbox"/>	Receipt(s) Banked
		<u>103,088.70</u>	<u>21,164.93</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Items 9a

Payments & Receipts – January 2024

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Barclays Combined

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
28/12/2023			8.00	8.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/12/2023			18.00	18.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/12/2023			26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/12/2023			28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/01/2024	Std Ord	2,495.00		2,495.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/01/2024	Std Ord	160.00		160.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/01/2024	Std Ord	55.00		55.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/01/2024	Std Ord	524.00		524.00		R <input checked="" type="checkbox"/>	Shropshire Council
01/01/2024	Std Ord	13.25		13.25		R <input checked="" type="checkbox"/>	TV Licence
01/01/2024	Std Rec		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/01/2024			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/01/2024	14	120.00		120.00		R <input checked="" type="checkbox"/>	Ludlow Self Storage Ltd
02/01/2024	1	79.20		79.20		R <input checked="" type="checkbox"/>	Screwfix
02/01/2024	2	96.80		96.80		R <input checked="" type="checkbox"/>	BT
02/01/2024	3	43.98		43.98		R <input checked="" type="checkbox"/>	Water Plus
02/01/2024	23	197.76		197.76		R <input checked="" type="checkbox"/>	BT
02/01/2024			3,750.00	3,750.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/01/2024			14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/01/2024	1		290.00	290.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/01/2024	2		3,490.00	3,490.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/01/2024	4	16.81		16.81		R <input checked="" type="checkbox"/>	Water Plus
05/01/2024	3		868.50	868.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2024			8.00	8.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/01/2024	Std Ord	947.00		947.00		R <input checked="" type="checkbox"/>	Shropshire Council
07/01/2024			22.00	22.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2024	4		1,361.00	1,361.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2024			8.00	8.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2024			19.81	19.81		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2024	27	248.29		248.29		R <input checked="" type="checkbox"/>	Barclays Bank
09/01/2024	5		57.50	57.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2024			36.05	36.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2024			72.09	72.09		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2024			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/01/2024			12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/01/2024	5	38.73		38.73		R <input checked="" type="checkbox"/>	Water Plus
11/01/2024			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/01/2024	6	2,015.56		2,015.56		R <input checked="" type="checkbox"/>	West Mercia Energy
12/01/2024			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/01/2024			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2024			32.00	32.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/01/2024	7	2,785.52		2,785.52		R <input checked="" type="checkbox"/>	Barclaycard
15/01/2024	6		1,860.00	1,860.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/01/2024			16.00	16.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2024	7	403.19		403.19		R <input checked="" type="checkbox"/>	Alphabet (UK) Ltd
16/01/2024	8	539.99		539.99		R <input checked="" type="checkbox"/>	Alphabet (UK) Ltd
16/01/2024	9	539.99		539.99		R <input checked="" type="checkbox"/>	Alphabet (UK) Ltd
16/01/2024	DDR	23.71		23.71		R <input checked="" type="checkbox"/>	AIBMS
16/01/2024			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Barclays Combined

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/01/2024			25.96	25.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/01/2024	10	22.44		22.44		R <input checked="" type="checkbox"/>	Water Plus
17/01/2024	11	26.99		26.99		R <input checked="" type="checkbox"/>	Plusnet plc
17/01/2024			8.00	8.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/01/2024	13	229.03		229.03		R <input checked="" type="checkbox"/>	The Midcountries Co-operative
18/01/2024			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/01/2024	12	209.32		209.32		R <input checked="" type="checkbox"/>	Water Plus
19/01/2024	1194937199	131.54		131.54		R <input checked="" type="checkbox"/>	ASE Plumbing & Heating Supplie
19/01/2024	1194972763	60.00		60.00		R <input checked="" type="checkbox"/>	Shropshire Association of Loca
19/01/2024	1194954105	305.88		305.88		R <input checked="" type="checkbox"/>	Menai Foam and Board Limited
19/01/2024	1295088440	1,800.09		1,800.09		R <input checked="" type="checkbox"/>	The Pontoon and Dock Co. Ltd
19/01/2024	1194940330	117.40		117.40		R <input checked="" type="checkbox"/>	EvaStore Ltd
19/01/2024	1194955332	200.53		200.53		R <input checked="" type="checkbox"/>	Pykefield Signs
19/01/2024	1194994100	597.00		597.00		R <input checked="" type="checkbox"/>	Society of Local Council Clerk
19/01/2024	1194952669	32.87		32.87		R <input checked="" type="checkbox"/>	Morris, Bufton & Co Ltd
19/01/2024	1295107556	19.98		19.98		R <input checked="" type="checkbox"/>	Bentley's Wine Merchants
19/01/2024	1194950911	31.32		31.32		R <input checked="" type="checkbox"/>	JPS
19/01/2024	1194953825	420.00		420.00		R <input checked="" type="checkbox"/>	NABMA
19/01/2024	1194975480	2,325.00		2,325.00		R <input checked="" type="checkbox"/>	WorkNest Limited
19/01/2024	1194945771	1,774.80		1,774.80		R <input checked="" type="checkbox"/>	Hire Equipment (Ludlow) Ltd
19/01/2024	1194938593	176.00		176.00		R <input checked="" type="checkbox"/>	Culmington Autos Ltd
19/01/2024	1194972844	18.96		18.96		R <input checked="" type="checkbox"/>	Roundabout Stationery
19/01/2024	1194953847	156.12		156.12		R <input checked="" type="checkbox"/>	National Association of Local
19/01/2024	1194936991	1,261.66		1,261.66		R <input checked="" type="checkbox"/>	AJD Contracts
19/01/2024	1194975864	697.96		697.96		R <input checked="" type="checkbox"/>	TFM Farm & Country Superstore
19/01/2024	1194950363	750.00		750.00		R <input checked="" type="checkbox"/>	Herefordshire & Ludlow College
19/01/2024	1194954194	3,900.00		3,900.00		R <input checked="" type="checkbox"/>	Phil Morgan Contracting
19/01/2024	1194939050	177.60		177.60		R <input checked="" type="checkbox"/>	Border Engineering & Fabricati
19/01/2024	1194990188	75.00		75.00		R <input checked="" type="checkbox"/>	The Royal British Legion Poppy
19/01/2024	1194939091	854.00		854.00		R <input checked="" type="checkbox"/>	L Fensome Groundworks
19/01/2024	1295107179	614.40		614.40		R <input checked="" type="checkbox"/>	Markhams Garage Ltd
19/01/2024	1194974253	147.00		147.00		R <input checked="" type="checkbox"/>	Steve Sankey
19/01/2024	1295116917	77.52		77.52		R <input checked="" type="checkbox"/>	Bromfield Sand & Gravel Co. Lt
19/01/2024	1194939774	6.55		6.55		R <input checked="" type="checkbox"/>	Forward Products
19/01/2024	1194954146	36.84		36.84		R <input checked="" type="checkbox"/>	Flowbird Smart City UK Limited
19/01/2024	1194975469	120.00		120.00		R <input checked="" type="checkbox"/>	Stephen J Weaver (Wooferton) L
19/01/2024	1194945550	140.00		140.00		R <input checked="" type="checkbox"/>	A Heiron
19/01/2024	1194952657	237.54		237.54		R <input checked="" type="checkbox"/>	Links Electrical Supplies Ltd
19/01/2024	1295119201	45.00		45.00		R <input checked="" type="checkbox"/>	Visit Shropshire Hills C.I.C
19/01/2024	1194953881	524.40		524.40		R <input checked="" type="checkbox"/>	RKS Plumbing & Heating Solutio
19/01/2024	1194944091	120.90		120.90		R <input checked="" type="checkbox"/>	G. E. Bright Electrical
19/01/2024	1194950422	278.88		278.88		R <input checked="" type="checkbox"/>	Ludlow Homecare Ltd
19/01/2024			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2024			14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2024			22.00	22.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2024	15	111.92		111.92		R <input checked="" type="checkbox"/>	Cheaper Waste Ltd
22/01/2024	16	881.95		881.95		R <input checked="" type="checkbox"/>	Cheaper Waste Ltd
22/01/2024	18	18,368.72		18,368.72		R <input checked="" type="checkbox"/>	Ludlow Town Council Payroll

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Barclays Combined

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/01/2024	21	225.23		225.23		R <input checked="" type="checkbox"/>	Water Plus
22/01/2024	22	267.23		267.23		R <input checked="" type="checkbox"/>	Water Plus
22/01/2024			1,081.00	1,081.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2024	11		1,745.00	1,745.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2024			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2024			21.04	21.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2024	17	321.20		321.20		R <input checked="" type="checkbox"/>	EE Ltd
23/01/2024	26	64.87		64.87		R <input checked="" type="checkbox"/>	Water Plus
23/01/2024	10		3,149.00	3,149.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2024			6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/01/2024			12,541.30	12,541.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/01/2024			10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/01/2024	24	29,641.12		29,641.12		R <input checked="" type="checkbox"/>	Ludlow Town Council Payroll
25/01/2024	25	8,819.95		8,819.95		R <input checked="" type="checkbox"/>	Ludlow Town Council Payroll
25/01/2024			16.00	16.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2024	DDR	226.80		226.80		R <input checked="" type="checkbox"/>	Siemens Financial Services
26/01/2024			16.00	16.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2024			18.00	18.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2024			46.00	46.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2024	19	58.98		58.98		R <input checked="" type="checkbox"/>	SCG Together
29/01/2024	20	414.31		414.31		R <input checked="" type="checkbox"/>	PHS Group plc
29/01/2024			-60.00	-60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2024			60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2024			372.00	372.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2024	9		2,250.00	2,250.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2024			28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2024			12.00		12.00	<input type="checkbox"/>	Receipt(s) Banked
30/01/2024			37.17	37.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/01/2024	7		56.00	56.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/01/2024	8		131.00	131.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/01/2024			10.00		10.00	<input type="checkbox"/>	Receipt(s) Banked
		<u>89,466.58</u>	<u>34,186.42</u>				

Signatory 1:

Name Signed Date

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Item 9b

Reconciliation – December 2023

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	31/12/2023		1,065,173.23
60664030 - Current Account	31/12/2023		1,000.00
			<u>1,066,173.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,066,173.23
<u>Unpresented Receipts (Plus)</u>			
28/12/2023		8.00	
29/12/2023		18.00	
			<u>26.00</u>
			1,066,199.23
		Balance per Cash Book is :-	1,066,199.23
		Difference is :-	0.00

Signatory 1:

NameSignedDate

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NameSignedDate

Item 9b

Reconciliation – January 2024

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	31/01/2024	10	1,009,871.07
60664030 - Current Account	31/01/2024	10	1,000.00
			<u>1,010,871.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,010,871.07
<u>Unpresented Receipts (Plus)</u>			
30/01/2024		12.00	
31/01/2024		10.00	
			<u>22.00</u>
			1,010,893.07
		Balance per Cash Book is :-	1,010,893.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9c

Barclaycard – December 2023

Bank Reconciliation up to 31/12/2023 for Cashbook No 5 - Barclaycard

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
21/11/2023	11	27.04			27.04	<input type="checkbox"/>	Electric Vehicle Charging
22/11/2023	10	27.64			27.64	<input type="checkbox"/>	Electric Vehicle Charging
25/11/2023	9	34.66			34.66	<input type="checkbox"/>	Electric Vehicle Charging
01/12/2023	1	30.00			30.00	<input type="checkbox"/>	Electric Vehicle Charging
01/12/2023	5	16.91			16.91	<input type="checkbox"/>	Electric Vehicle Charging
06/12/2023	2	50.00			50.00	<input type="checkbox"/>	Electric Vehicle Charging
07/12/2023	6	30.17			30.17	<input type="checkbox"/>	Electric Vehicle Charging
12/12/2023	7	24.85			24.85	<input type="checkbox"/>	Electric Vehicle Charging
18/12/2023	3	50.00			50.00	<input type="checkbox"/>	Electric Vehicle Charging
18/12/2023	4	30.00			30.00	<input type="checkbox"/>	Electric Vehicle Charging
20/12/2023	8	30.00			30.00	<input type="checkbox"/>	Electric Vehicle Charging
		<u>351.27</u>	<u>0.00</u>				

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/12/2023	9	0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
21/11/2023	11	Electric Vehicle Charging	27.04
22/11/2023	10	Electric Vehicle Charging	27.64
25/11/2023	9	Electric Vehicle Charging	34.66
01/12/2023	1	Electric Vehicle Charging	30.00
01/12/2023	5	Electric Vehicle Charging	16.91
06/12/2023	2	Electric Vehicle Charging	50.00
07/12/2023	6	Electric Vehicle Charging	30.17
12/12/2023	7	Electric Vehicle Charging	24.85
18/12/2023	3	Electric Vehicle Charging	50.00
18/12/2023	4	Electric Vehicle Charging	30.00
20/12/2023	8	Electric Vehicle Charging	30.00
			351.27
			-351.27
<u>Unpresented Receipts (Plus)</u>			
			0.00
			0.00
			-351.27
		Balance per Cash Book is :-	-351.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

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NameSignedDate

Item 9c

Barclaycard – January 2024

Bank Reconciliation up to 31/01/2024 for Cashbook No 5 - Barclaycard

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/12/2023	8	30.00			30.00	<input type="checkbox"/>	Electric Vehicle Charging
03/01/2024	7	30.00			30.00	<input type="checkbox"/>	Electric Vehicle Charging
04/01/2024	6	29.09			29.09	<input type="checkbox"/>	Electric Vehicle Charging
09/01/2024	5	26.95			26.95	<input type="checkbox"/>	Electric Vehicle Charging
10/01/2024	4	16.85			16.85	<input type="checkbox"/>	Electric Vehicle Charging
16/01/2024	3	25.72			25.72	<input type="checkbox"/>	Electric Vehicle Charging
17/01/2024	2	27.05			27.05	<input type="checkbox"/>	Electric Vehicle Charging
18/01/2024	1	16.34			16.34	<input type="checkbox"/>	Electric Vehicle Charging
24/01/2024	8	23.28			23.28	<input type="checkbox"/>	Electric Vehicle Charging
		<u>225.28</u>	<u>0.00</u>				

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NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/01/2024	10	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
20/12/2023 8	Electric Vehicle Charging	30.00	
03/01/2024 7	Electric Vehicle Charging	30.00	
04/01/2024 6	Electric Vehicle Charging	29.09	
09/01/2024 5	Electric Vehicle Charging	26.95	
10/01/2024 4	Electric Vehicle Charging	16.85	
16/01/2024 3	Electric Vehicle Charging	25.72	
17/01/2024 2	Electric Vehicle Charging	27.05	
18/01/2024 1	Electric Vehicle Charging	16.34	
24/01/2024 8	Electric Vehicle Charging	23.28	
			<u>225.28</u>
			-225.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-225.28
		Balance per Cash Book is :-	-225.28
		Difference is :-	0.00

Signatory 1:

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Item 9d

PayPal – December 2023

Receipts for Month 9

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 :	521.82					521.82	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>521.82</u>	<u>0.00</u>	<u>0.00</u>			<u>521.82</u>	

Payments for Month 9

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		521.82						
	Cashbook Totals		<u>521.82</u>	0.00	<u>0.00</u>			<u>521.82</u>	

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/12/2023	9	521.82
			<u>521.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			521.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			521.82
		Balance per Cash Book is :-	521.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9d

PayPal – January 2024

Bank Reconciliation up to 31/01/2024 for Cashbook No 2 - Pay Pal Market

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
19/01/2024	DDR	18.00		18.00		R ■	Lovehearts and Daisies
		<u>18.00</u>	<u>0.00</u>				

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Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/01/2024	10	503.82
			<u>503.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			503.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			503.82
		Balance per Cash Book is :-	503.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

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NameSignedDate

Item 9e

Petty Cash – December 2023

Bank Reconciliation up to 31/12/2023 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/12/2023	1	35.00		35.00		R <input type="checkbox"/>	Specsavers
06/12/2023	2	7.74		7.74		R <input type="checkbox"/>	Spar
06/12/2023	3	17.07		17.07		R <input type="checkbox"/>	Spar
06/12/2023	4	3.64		3.64		R <input type="checkbox"/>	Restore Toilet Cleaner FloatMI
07/12/2023	5	1.50		1.50		R <input type="checkbox"/>	Pot Luck
07/12/2023	Restore		176.37	176.37		R <input type="checkbox"/>	Receipt(s) Banked
11/12/2023	6	2.05		2.05		R <input type="checkbox"/>	Spar
11/12/2023	7	2.05		2.05		R <input type="checkbox"/>	Spar
13/12/2023	8	1.30		1.30		R <input type="checkbox"/>	One Stop
		<u>70.35</u>	<u>176.37</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023	9	129.65
			<u>129.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			129.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			129.65
		Balance per Cash Book is :-	129.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9e

Petty Cash – January 2024

Bank Reconciliation up to 31/01/2024 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
12/01/2024	9	2.05		2.05		R <input checked="" type="checkbox"/>	Spar
12/01/2024	10	2.05		2.05		R <input checked="" type="checkbox"/>	Spar
19/01/2024	11	2.05		2.05		R <input checked="" type="checkbox"/>	Spar
29/01/2024	12	60.00		60.00		R <input checked="" type="checkbox"/>	Ludlow Pest Control
31/01/2024	13	35.00		35.00		R <input checked="" type="checkbox"/>	Specsavers
31/01/2024	14	2.05		2.05		R <input checked="" type="checkbox"/>	Spar
31/01/2024	15	2.05		2.05		R <input checked="" type="checkbox"/>	Spar
31/01/2024	16	23.00		23.00		R <input checked="" type="checkbox"/>	Transport for Wales
		<u>128.25</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024	10	1.40
			<u>1.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1.40
		Balance per Cash Book is :-	1.40
		Difference is :-	0.00

Signatory 1:

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NameSignedDate

Item 9f

**Public Sector Deposit Fund – December
2023**

Bank Reconciliation up to 31/12/2023 for Cashbook No 4 - Public Sector Deposit Fund

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023			1,355.51	1,355.51		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023			0.04	0.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023		-1,355.55		-1,355.55		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023			1,355.54	1,355.54		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>1,355.54</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/12/2023		314,717.42
			<u>314,717.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			314,717.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			314,717.42
		Balance per Cash Book is :-	314,717.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9g
Income – December 2023

Bank Reconciliation up to 31/12/2023 for Cashbook No 6 - Income Cashbook

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023	2	3,465.00		3,465.00		R <input checked="" type="checkbox"/>	Barclays Combined
04/12/2023			3,455.10	3,455.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	3	225.00		225.00		R <input checked="" type="checkbox"/>	Barclays Combined
07/12/2023	Restore	176.37		176.37		R <input checked="" type="checkbox"/>	Petty Cash
07/12/2023			374.40	374.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	4	3,220.00		3,220.00		R <input checked="" type="checkbox"/>	Barclays Combined
11/12/2023			3,335.50	3,335.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2023	5	99.00		99.00		R <input checked="" type="checkbox"/>	Barclays Combined
14/12/2023	6	1,230.00		1,230.00		R <input checked="" type="checkbox"/>	Barclays Combined
14/12/2023			1,272.70	1,272.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	7	2,470.00		2,470.00		R <input checked="" type="checkbox"/>	Barclays Combined
18/12/2023			2,439.60	2,439.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/12/2023	8	1,160.00		1,160.00		R <input checked="" type="checkbox"/>	Barclays Combined
21/12/2023			1,581.00	1,581.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2023	9	273.00		273.00		R <input checked="" type="checkbox"/>	Barclays Combined
		<u>12,318.37</u>	<u>12,458.30</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		179.73
			<u>179.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			179.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			179.73
		Balance per Cash Book is :-	179.73
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9g
Income – January 2024

Bank Reconciliation up to 31/01/2024 for Cashbook No 6 - Income Cashbook

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/01/2024	1	290.00		290.00		R <input checked="" type="checkbox"/>	Barclays Combined
04/01/2024	2	3,490.00		3,490.00		R <input checked="" type="checkbox"/>	Barclays Combined
04/01/2024			4,335.50	4,335.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/01/2024			301.70	301.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/01/2024	3	868.50		868.50		R <input checked="" type="checkbox"/>	Barclays Combined
08/01/2024	4	1,361.00		1,361.00		R <input checked="" type="checkbox"/>	Barclays Combined
08/01/2024			1,277.50	1,277.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2024	5	57.50		57.50		R <input checked="" type="checkbox"/>	Barclays Combined
15/01/2024	6	1,860.00		1,860.00		R <input checked="" type="checkbox"/>	Barclays Combined
15/01/2024			1,856.95	1,856.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2024	11	1,745.00		1,745.00		R <input checked="" type="checkbox"/>	Barclays Combined
22/01/2024			4,912.85	4,912.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2024	10	3,149.00		3,149.00		R <input checked="" type="checkbox"/>	Barclays Combined
29/01/2024	9	2,250.00		2,250.00		R <input checked="" type="checkbox"/>	Barclays Combined
29/01/2024			2,300.49	2,300.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2024			131.00	131.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/01/2024	7	56.00		56.00		R <input checked="" type="checkbox"/>	Barclays Combined
31/01/2024	8	131.00		131.00		R <input checked="" type="checkbox"/>	Barclays Combined
		<u>15,258.00</u>	<u>15,115.99</u>				

Signatory 1:

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Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024	10	37.72
			<u>37.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			37.72
		Balance per Cash Book is :-	37.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9h

Electric Vehicle Charging – December 2023

Bank Reconciliation up to 31/12/2023 for Cashbook No 7 - Electric Vehicle Charging

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/12/2023	1	16.91		16.91		R <input checked="" type="checkbox"/>	Zapmap
01/12/2023	4	30.01		30.01		R <input checked="" type="checkbox"/>	Clenergy EV
01/12/2023	1		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/12/2023	5		16.91	16.91		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	5	39.97		39.97		R <input checked="" type="checkbox"/>	Clenergy EV
06/12/2023	2		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/12/2023	2	30.17		30.17		R <input checked="" type="checkbox"/>	Zapmap
07/12/2023	6		30.17	30.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2023	3	24.85		24.85		R <input checked="" type="checkbox"/>	Zapmap
12/12/2023	7		24.85	24.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/12/2023	6	36.28		36.28		R <input checked="" type="checkbox"/>	Clenergy EV
18/12/2023	7	30.02		30.02		R <input checked="" type="checkbox"/>	Clenergy EV
18/12/2023	3		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	4		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2023	8	30.02		30.02		R <input checked="" type="checkbox"/>	Clenergy EV
20/12/2023	8		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/12/2023	CORRECT	-0.05		-0.05		R <input checked="" type="checkbox"/>	Clenergy EV
		<u>238.18</u>	<u>261.93</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 7 - Electric Vehicle Charging

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	31/12/2023	9	49.95
			<u>49.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			49.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			49.95
		Balance per Cash Book is :-	49.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9h

Electric Vehicle Charging – January 2024

Bank Reconciliation up to 31/01/2024 for Cashbook No 7 - Electric Vehicle Charging

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/01/2024	7	30.00		30.00		R <input checked="" type="checkbox"/>	Clenergy EV
03/01/2024	7		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/01/2024	1	29.09		29.09		R <input checked="" type="checkbox"/>	Zapmap
04/01/2024	6		29.09	29.09		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2024	2	26.95		26.95		R <input checked="" type="checkbox"/>	Zapmap
09/01/2024	5		26.95	26.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/01/2024	8	16.85		16.85		R <input checked="" type="checkbox"/>	Zapmap
10/01/2024	4		16.85	16.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2024	3	25.72		25.72		R <input checked="" type="checkbox"/>	Zapmap
16/01/2024	3		25.72	25.72		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/01/2024	4	27.05		27.05		R <input checked="" type="checkbox"/>	Zapmap
17/01/2024	2		27.05	27.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/01/2024	5	16.34		16.34		R <input checked="" type="checkbox"/>	Zapmap
18/01/2024	1		16.34	16.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/01/2024	6	23.28		23.28		R <input checked="" type="checkbox"/>	Zapmap
24/01/2024	8		23.28	23.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>195.28</u>	<u>195.28</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 7 - Electric Vehicle Charging

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	31/01/2024	10	49.95
			<u>49.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			49.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			49.95
		Balance per Cash Book is :-	49.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9i

Mayor's Charity – November 2023

Bank Reconciliation up to 05/03/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/11/2023	1		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	DDR	11.50		11.50		R <input checked="" type="checkbox"/>	Barclays Bank
06/11/2023			1.05	1.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	2		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/11/2023	3		195.00	195.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>11.50</u>	<u>371.05</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 05/03/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	05/03/2024	8	1,117.95
			<u>1,117.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,117.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,117.95
		Balance per Cash Book is :-	1,117.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9i

Mayor's Charity – December 2023

Bank Reconciliation up to 06/03/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/12/2023	DDR	11.20		11.20		R <input checked="" type="checkbox"/>	Barclays Bank
08/12/2023			0.96	0.96		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>11.20</u>	<u>0.96</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 06/03/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	06/03/2024	9	1,107.71
			<u>1,107.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,107.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,107.71
		Balance per Cash Book is :-	1,107.71
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9i

Mayor's Charity – January 2024

Bank Reconciliation up to 07/03/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/01/2024	DDR	10.06		10.06		R <input checked="" type="checkbox"/>	Barclays Bank
09/01/2024			0.62	0.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>10.06</u>	<u>0.62</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 07/03/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	07/03/2024	10	1,098.27
			<u>1,098.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,098.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,098.27
		Balance per Cash Book is :-	1,098.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9j

Mayor's Charity Income – November 2023

Bank Reconciliation up to 05/03/2024 for Cashbook No 2 - Income

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/11/2023	1	100.00		100.00		R <input type="checkbox"/>	Current Bank A/c
02/11/2023			175.00	175.00		R <input type="checkbox"/>	Receipt(s) Banked
06/11/2023	2	75.00		75.00		R <input type="checkbox"/>	Current Bank A/c
13/11/2023	3	195.00		195.00		R <input type="checkbox"/>	Current Bank A/c
13/11/2023			204.00	204.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>370.00</u>	<u>379.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 05/03/2024
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	05/03/2024	8	10.39
			<u>10.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10.39
		Balance per Cash Book is :-	10.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9j

Mayor's Charity Income – December 2023

Bank Reconciliation Statement as at 06/03/2024
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	06/03/2024	9	10.39
			<u>10.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10.39
		Balance per Cash Book is :-	10.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 9j

Mayor's Charity Income – January 2024

Bank Reconciliation Statement as at 07/03/2024
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	07/03/2024	10	10.39
			<u>10.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10.39
		Balance per Cash Book is :-	10.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10a

3rd Quarter Income and Expenditure

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101</u> <u>General Administration</u>							
1018 Street Trading Income	5,992	6,000	8			99.9%	
1171 Miscellaneous Income	677	250	(427)			270.9%	
1176 Precept Received	773,395	773,395	0			100.0%	
1187 Neighbourhood Fund	21,653	0	(21,653)			0.0%	21,653
1196 Interest Received	23,160	1,000	(22,160)			2316.0%	
General Administration :- Income	<u>824,877</u>	<u>780,645</u>	<u>(44,232)</u>			105.7%	<u>21,653</u>
4009 Training/Manuals	5,170	8,500	3,330		3,330	60.8%	
4016 Annual Town Meeting	40	160	120		120	25.0%	
4017 Miscellaneous	18	213	195		195	8.2%	
4019 Mobile Phones	2,340	3,000	660		660	78.0%	
4021 Postage	264	300	36		36	88.0%	
4022 Stationery	821	600	(221)		(221)	136.8%	
4023 Subscriptions & Publications	1,753	2,200	447		447	79.7%	
4024 ALC Subscription	2,238	2,200	(38)		(38)	101.7%	
4025 Paper Recycling & Confidential	190	300	110		110	63.4%	
4026 Office Equipment	1,070	2,000	930		930	53.5%	
4028 Liability Insurance	28,878	26,000	(2,878)		(2,878)	111.1%	
4029 Motor Insurance	3,183	2,650	(533)		(533)	120.1%	
4031 Web-site	1,398	1,200	(198)		(198)	116.5%	
4032 Newsletter	323	4,095	3,772		3,772	7.9%	
4034 Photocopier	1,960	4,000	2,040		2,040	49.0%	
4039 RBS Accounts Package	2,923	2,000	(923)		(923)	146.1%	
4053 HR and H&S Advice	4,830	4,500	(330)		(330)	107.3%	
4054 Licence Fees	256	600	344		344	42.6%	
4055 Professional Fees/Legal	17,001	20,000	2,999		2,999	85.0%	
4057 Audit Fees	3,606	3,500	(106)		(106)	103.0%	
4058 Bank Charges	926	1,900	974		974	48.7%	
4062 Climate Action	0	500	500		500	0.0%	
4070 Fire Safety	738	1,000	262		262	73.8%	
4072 Bus Shelter	0	5,400	5,400		5,400	0.0%	
4102 Risk Assessment Software	0	700	700		700	0.0%	
4120 Council Minute Book Binding	0	2,600	2,600		2,600	0.0%	
4610 Loan Charges	1,990	182,000	180,010		180,010	1.1%	
General Administration :- Indirect Expenditure	<u>81,914</u>	<u>282,118</u>	<u>200,204</u>	<u>0</u>	<u>200,204</u>	<u>29.0%</u>	<u>0</u>
Net Income over Expenditure	<u>742,963</u>	<u>498,527</u>	<u>(244,436)</u>				
6001 less Transfer to EMR	21,653						
Movement to/(from) Gen Reserve	<u>721,310</u>						

	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	430,894	580,445	149,551		149,551	74.2%	
4001 Actuarial Pension Fund Deficit	5,400	5,400	0		0	100.0%	
4002 CC Salaries and Wages	413	750	338		338	55.0%	
4005 Other Costs	545	500	(45)		(45)	109.1%	
4056 Payroll Processing Fees	1,800	2,000	200		200	90.0%	
4060 Recruitment Costs	1,020	1,000	(20)		(20)	102.0%	
4063 Staff Counselling	0	3,300	3,300		3,300	0.0%	
Staff Costs :- Indirect Expenditure	440,072	593,395	153,323	0	153,323	74.2%	0
Net Expenditure	(440,072)	(593,395)	(153,323)				
<u>103 Insurance Claims</u>							
4059 Insurance Claims Expenditure	708	1,732	1,024		1,024	40.9%	
Insurance Claims :- Indirect Expenditure	708	1,732	1,024	0	1,024	40.9%	0
Net Expenditure	(708)	(1,732)	(1,024)				
<u>105 Civic Ceremonial</u>							
1166 Mayor's Charity	163	0	(163)			0.0%	
1173 Seniors Party Donations	60	0	(60)			0.0%	
Civic Ceremonial :- Income	223	0	(223)				0
4040 Election Expenses	3,077	3,077	0		0	100.0%	
4200 Mayors Allowance	2,051	5,247	3,196		3,196	39.1%	
4201 Mayor Making	1,273	1,300	27		27	97.9%	
4202 Mayor's Sunday	512	500	(12)		(12)	102.3%	
4206 Remembrance Sunday	748	1,118	370		370	66.9%	
4207 Seniors Party	996	1,100	104		104	90.5%	
4208 Childrens Xmas Grotto	192	300	108		108	64.1%	
4209 Civic Awards	99	150	51		51	66.0%	
4210 Civic Regalia	160	500	340		340	32.0%	
4211 Twinning	600	900	300		300	66.7%	
4212 Members Expenses	106	400	294		294	26.5%	
4213 Mayors Board Updating	0	900	900		900	0.0%	
Civic Ceremonial :- Indirect Expenditure	9,813	15,492	5,679	0	5,679	63.3%	0
Net Income over Expenditure	(9,591)	(15,492)	(5,901)				
<u>110 Community Grants</u>							
1169 Christmas Lights Donations	885	0	(885)			0.0%	
Community Grants :- Income	885	0	(885)				0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4109 Market Town Support Fund	0	1,096	1,096		1,096	0.0%	
4114 Ludlow Fairtrade Town Group	500	500	0		0	100.0%	
4144 SYA	6,000	6,000	0		0	100.0%	
4150 Youth Forum	2,000	2,000	0		0	100.0%	
4156 Assembly Rooms	0	5,000	5,000		5,000	0.0%	
4160 Project Support Grants	550	10,000	9,450		9,450	5.5%	
4161 Ludlow Town Band	500	500	0		0	100.0%	
Community Grants :- Indirect Expenditure	9,550	25,096	15,546	0	15,546	38.1%	0
Net Income over Expenditure	(8,665)	(25,096)	(16,431)				
111 Community Projects							
1111 Thriving Children & Families	10,166	0	(10,166)			0.0%	
Community Projects :- Income	10,166	0	(10,166)				0
4088 Thriving Children/Family Grant	10,166	0	(10,166)		(10,166)	0.0%	
4158 Christmas Lights	13,533	10,000	(3,533)		(3,533)	135.3%	
4181 Town Plan	0	1,500	1,500		1,500	0.0%	
4182 Churchyard Wall Loan Expenditu	0	2,152	2,152		2,152	0.0%	
4604 CCTV	0	7,000	7,000		7,000	0.0%	(7,000)
4705 Skatepark	0	2,450	2,450		2,450	0.0%	(2,450)
Community Projects :- Indirect Expenditure	23,699	23,102	(597)	0	(597)	102.6%	(9,450)
Net Income over Expenditure	(13,533)	(23,102)	(9,569)				
6000 plus Transfer from EMR	(9,450)						
Movement to/(from) Gen Reserve	(22,983)						
115 Property							
1000 Buttercross Shop Rent	11,250	15,000	3,750			75.0%	
Property :- Income	11,250	15,000	3,750			75.0%	0
4222 Maintenance	1,652	6,000	4,348		4,348	27.5%	
Property :- Indirect Expenditure	1,652	6,000	4,348	0	4,348	27.5%	0
Net Income over Expenditure	9,598	9,000	(598)				
117 Buttercross Market							
4013 Electricity	237	500	263		263	47.4%	
Buttercross Market :- Indirect Expenditure	237	500	263	0	263	47.4%	0
Net Expenditure	(237)	(500)	(263)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>119 Buttercross</u>							
1006 Buttercross Museum Tickets	4,190	6,000	1,810			69.8%	
1007 Buttercross Museum Donations	170	0	(170)			0.0%	
1008 Buttercross Museum Merchandise	865	1,200	335			72.1%	
	<u>5,225</u>	<u>7,200</u>	<u>1,975</u>			<u>72.6%</u>	<u>0</u>
Buttercross :- Income							
4011 Rates	4,716	5,200	485		485	90.7%	
4012 Water Rates	439	400	(39)		(39)	109.9%	
4013 Electricity	892	1,500	608		608	59.5%	
4014 Gas	590	1,350	760		760	43.7%	
4020 Telephone	319	500	181		181	63.9%	
4222 Maintenance	1,012	1,000	(12)		(12)	101.2%	
4232 Buttercross Museum Merchandise	238	750	513		513	31.7%	
4233 Buttercross Lift Contract	0	300	300		300	0.0%	
4234 Clock Service	0	270	270		270	0.0%	
4522 Buttercross Museum Events	15	175	160		160	8.4%	
4523 Buttercross Card Payment Fees	49	0	(49)		(49)	0.0%	
	<u>8,270</u>	<u>11,445</u>	<u>3,175</u>	<u>0</u>	<u>3,175</u>	<u>72.3%</u>	<u>0</u>
Buttercross :- Indirect Expenditure							
	<u>(3,045)</u>	<u>(4,245)</u>	<u>(1,200)</u>				
Net Income over Expenditure							
<u>121 Guildhall</u>							
4011 Rates	8,522	11,862	3,340		3,340	71.8%	
4012 Water Rates	1,487	700	(787)		(787)	212.4%	
4013 Electricity	3,196	9,000	5,804		5,804	35.5%	
4020 Telephone	1,781	2,000	219		219	89.0%	
4218 Guildhall Redecoration	0	1,000	1,000		1,000	0.0%	
4222 Maintenance	1,694	1,500	(194)		(194)	112.9%	1,251
4604 CCTV	0	700	700		700	0.0%	
4612 IT Package & cloud backup	2,286	3,000	714		714	76.2%	
	<u>18,966</u>	<u>29,762</u>	<u>10,796</u>	<u>0</u>	<u>10,796</u>	<u>63.7%</u>	<u>1,251</u>
Guildhall :- Indirect Expenditure							
	<u>(18,966)</u>	<u>(29,762)</u>	<u>(10,796)</u>				
Net Expenditure							
6000 plus Transfer from EMR	1,251						
	<u>(17,714)</u>						
Movement to/(from) Gen Reserve							
<u>201 Markets</u>							
1003 Buttercross Market Rent	2,288	1,000	(1,288)			228.8%	
1020 Market Rents	107,208	125,000	17,792			85.8%	
1022 Electricity	2,967	5,000	2,033			59.3%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1023 Specialist Markets	7,658	10,400	2,743			73.6%	
1025 Antique Market	9,144	10,140	996			90.2%	
1027 Food Festival	1,893	1,500	(393)			126.2%	
1028 Charity Market	280	0	(280)			0.0%	
1030 Produce Market (Ludlow 21)	7,072	9,048	1,976			78.2%	
1035 Book and Craft Market	2,441	4,000	1,560			61.0%	
1037 Craft and Country Market	2,626	4,000	1,375			65.6%	
1038 Food and Craft Market	7,167	9,000	1,834			79.6%	
1039 Craft & Garden Market	1,835	3,000	1,166			61.1%	
1040 Parking Permits	12,824	0	(12,824)			0.0%	
Markets :- Income	165,400	182,088	16,688			90.8%	0
4011 Rates	22,455	26,200	3,745		3,745	85.7%	
4012 Water Rates	528	700	172		172	75.5%	
4013 Electricity	1,781	5,000	3,219		3,219	35.6%	
4017 Miscellaneous	9	300	291		291	2.9%	
4018 Online Booking System	0	500	500		500	0.0%	
4030 Advertsing	1,917	4,000	2,083		2,083	47.9%	
4036 MACCs Licence & Maintenance	730	800	70		70	91.2%	
4222 Maintenance	1,653	8,764	7,111		7,111	18.9%	
4223 Waste Management	8,303	11,000	2,697		2,697	75.5%	
4227 Parking Permits	11,107	0	(11,107)		(11,107)	0.0%	
4327 Pay Pal Commission Charge	394	700	306		306	56.3%	
Markets :- Indirect Expenditure	48,877	57,964	9,087	0	9,087	84.3%	0
Net Income over Expenditure	116,523	124,124	7,601				
<u>202</u> <u>Mayfair</u>							
1024 May Fair	8,857	8,857	0			100.0%	
Mayfair :- Income	8,857	8,857	0			100.0%	0
4224 May Fair	1,725	0	(1,725)		(1,725)	0.0%	
Mayfair :- Indirect Expenditure	1,725	0	(1,725)	0	(1,725)		0
Net Income over Expenditure	7,132	8,857	1,725				
<u>205</u> <u>Tourism</u>							
1056 Town Trails Income	210	0	(210)			0.0%	
1057 Events Leaflet Income	0	3,000	3,000			0.0%	
Tourism :- Income	210	3,000	2,790			7.0%	0
4255 Events Leaflet	94	6,000	5,906		5,906	1.6%	
Tourism :- Indirect Expenditure	94	6,000	5,906	0	5,906	1.6%	0
Net Income over Expenditure	116	(3,000)	(3,116)				

	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	219	6,000	5,781		5,781	3.7%	
Street Lighting :- Indirect Expenditure	219	6,000	5,781	0	5,781	3.7%	0
Net Expenditure	(219)	(6,000)	(5,781)				
<u>302 Street Furniture</u>							
1059 Street Furniture Income	0	500	500			0.0%	
Street Furniture :- Income	0	500	500			0.0%	0
4222 Maintenance	334	1,679	1,345		1,345	19.9%	
4354 Signage	64	250	186		186	25.7%	
4501 Street Furniture	109	1,500	1,391		1,391	7.2%	
Street Furniture :- Indirect Expenditure	507	3,429	2,922	0	2,922	14.8%	0
Net Income over Expenditure	(507)	(2,929)	(2,422)				
<u>303 Toilets</u>							
1174 Toilet Block Income	3,273	10,000	6,727			32.7%	
Toilets :- Income	3,273	10,000	6,727			32.7%	0
4222 Maintenance	5,273	7,385	2,112		2,112	71.4%	
4319 Consumable Goods	3,004	3,500	496		496	85.8%	
4356 Toilet Cleansing	1,056	2,000	944		944	52.8%	
Toilets :- Indirect Expenditure	9,334	12,885	3,551	0	3,551	72.4%	0
Net Income over Expenditure	(6,060)	(2,885)	3,175				
<u>304 Castle Street Toilets</u>							
4012 Water Rates	1,658	2,600	942		942	63.8%	
4013 Electricity	3,227	8,000	4,773		4,773	40.3%	
Castle Street Toilets :- Indirect Expenditure	4,885	10,600	5,715	0	5,715	46.1%	0
Net Expenditure	(4,885)	(10,600)	(5,715)				
<u>305 Smithfield Toilets</u>							
4012 Water Rates	1,101	1,300	199		199	84.7%	
4013 Electricity	554	1,000	446		446	55.4%	
4317 Water Management	267	390	123		123	68.5%	
Smithfield Toilets :- Indirect Expenditure	1,922	2,690	768	0	768	71.5%	0
Net Expenditure	(1,922)	(2,690)	(768)				

	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	195	250	55		55	78.0%	
4013 Electricity	401	800	399		399	50.1%	
Linney Toilets :- Indirect Expenditure	<u>596</u>	<u>1,050</u>	<u>454</u>	<u>0</u>	<u>454</u>	<u>56.7%</u>	<u>0</u>
Net Expenditure	<u>(596)</u>	<u>(1,050)</u>	<u>(454)</u>				
<u>401 Cemetery</u>							
1050 Cemetery House Rent	4,500	6,000	1,500			75.0%	
1051 Cemetery Fees	11,527	25,000	13,473			46.1%	
1053 Grave Digging Fees	8,510	0	(8,510)			0.0%	
Cemetery :- Income	<u>24,537</u>	<u>31,000</u>	<u>6,463</u>			<u>79.2%</u>	<u>0</u>
4011 Rates	1,438	1,600	162		162	89.9%	
4012 Water Rates	152	500	348		348	30.5%	
4013 Electricity	287	400	113		113	71.8%	
4222 Maintenance	3,319	1,000	(2,319)		(2,319)	331.9%	
4306 Grave Digging	9,046	0	(9,046)		(9,046)	0.0%	
4509 Epitaph Licence & Maintenance	840	583	(257)		(257)	144.1%	
4510 Chapel Maintenance	124	1,542	1,418		1,418	8.0%	
4511 Cemetery House Maintenance	0	1,000	1,000		1,000	0.0%	
4515 Babies Memorial	0	200	200		200	0.0%	
4516 Cemetery Extension (Capital)	0	4,000	4,000		4,000	0.0%	
4606 Cemetery Paths (Capital Item)	0	2,000	2,000		2,000	0.0%	
Cemetery :- Indirect Expenditure	<u>15,207</u>	<u>12,825</u>	<u>(2,382)</u>	<u>0</u>	<u>(2,382)</u>	<u>118.6%</u>	<u>0</u>
Net Income over Expenditure	<u>9,330</u>	<u>18,175</u>	<u>8,845</u>				
<u>402 Ludlow in Bloom</u>							
4550 Ludlow in Bloom Expenditure	3,500	3,500	0		0	100.0%	
Ludlow in Bloom :- Indirect Expenditure	<u>3,500</u>	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(3,500)</u>	<u>(3,500)</u>	<u>0</u>				
<u>403 Allotments</u>							
1076 Allotments Rent	871	871	0			100.0%	
Allotments :- Income	<u>871</u>	<u>871</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4222 Maintenance	400	316	(84)		(84)	126.6%	
Allotments :- Indirect Expenditure	<u>400</u>	<u>316</u>	<u>(84)</u>	<u>0</u>	<u>(84)</u>	<u>126.6%</u>	<u>0</u>
Net Income over Expenditure	<u>471</u>	<u>555</u>	<u>84</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 Amenities</u>							
1168 Fairtrade Bed	200	0	(200)			0.0%	
Amenities :- Income	<u>200</u>	<u>0</u>	<u>(200)</u>				<u>0</u>
4222 Maintenance	5,716	2,500	(3,216)		(3,216)	228.7%	
4303 Plants	574	680	106		106	84.3%	
4357 Pest Control	4	400	396		396	1.0%	
4400 Wheeler Rd Play Area Resurface	0	2,000	2,000		2,000	0.0%	
4401 Housman Cres Play Area Fencing	0	100	100		100	0.0%	
4402 Tree Survey & Works	2,011	3,000	989		989	67.0%	
4403 Wheeler Road Shelter MUGA	3,419	0	(3,419)		(3,419)	0.0%	
Amenities :- Indirect Expenditure	<u>11,724</u>	<u>8,680</u>	<u>(3,044)</u>	<u>0</u>	<u>(3,044)</u>	<u>135.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,524)</u>	<u>(8,680)</u>	<u>2,844</u>				
<u>411 Linney Riverside Park</u>							
1075 Linney Park Car Park Meter	11,304	15,000	3,696			75.4%	
Linney Riverside Park :- Income	<u>11,304</u>	<u>15,000</u>	<u>3,696</u>			<u>75.4%</u>	<u>0</u>
4011 Rates	494	600	106		106	82.3%	
4013 Electricity	187	200	13		13	93.5%	
4075 Linney Parking Meter Fees	588	0	(588)		(588)	0.0%	
4608 Linney Car Park	4,910	0	(4,910)		(4,910)	0.0%	4,910
Linney Riverside Park :- Indirect Expenditure	<u>6,179</u>	<u>800</u>	<u>(5,379)</u>	<u>0</u>	<u>(5,379)</u>	<u>772.3%</u>	<u>4,910</u>
Net Income over Expenditure	<u>5,125</u>	<u>14,200</u>	<u>9,075</u>				
6000 plus Transfer from EMR	4,910						
Movement to/(from) Gen Reserve	<u>10,035</u>						
<u>500 Direct Labour Force</u>							
4013 Electricity	783	2,000	1,217		1,217	39.2%	
4223 Waste Management	1,610	2,000	390		390	80.5%	
4311 Vehicle Service & Repair	3,043	1,000	(2,043)		(2,043)	304.3%	1,884
4312 Hand Mowers and Strimmers	579	800	221		221	72.3%	
4313 Vehicle Lease Hire	25,112	11,060	(14,052)		(14,052)	227.1%	14,832
4318 Vehicle Tax	223	500	278		278	44.5%	
4319 Consumable Goods	841	1,800	959		959	46.7%	
4320 Fuel	3,826	5,200	1,374		1,374	73.6%	
4322 Clothing & PPE	1,527	1,400	(127)		(127)	109.1%	
4323 Equipment	647	1,500	853		853	43.1%	
Direct Labour Force :- Indirect Expenditure	<u>38,190</u>	<u>27,260</u>	<u>(10,930)</u>	<u>0</u>	<u>(10,930)</u>	<u>140.1%</u>	<u>16,715</u>
Net Expenditure	<u>(38,190)</u>	<u>(27,260)</u>	<u>10,930</u>				
6000 plus Transfer from EMR	16,715						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(21,475)</u>						
<u>501 Contingencies</u>							
4800 Contingency Fund	11,878	18,325	6,447		6,447	64.8%	
4801 Infrastructure Fund	0	2,000	2,000		2,000	0.0%	
4803 DLF Equip Replacement Fund	3,895	1,400	(2,495)		(2,495)	278.2%	
Contingencies :- Indirect Expenditure	<u>15,773</u>	<u>21,725</u>	<u>5,952</u>	<u>0</u>	<u>5,952</u>	<u>72.6%</u>	<u>0</u>
Net Expenditure	<u>(15,773)</u>	<u>(21,725)</u>	<u>(5,952)</u>				
Grand Totals:- Income	1,067,277	1,054,161	(13,116)			101.2%	
Expenditure	754,011	1,164,366	410,355	0	410,355	64.8%	
Net Income over Expenditure	<u>313,267</u>	<u>(110,205)</u>	<u>(423,472)</u>				
plus Transfer from EMR	13,427						
less Transfer to EMR	21,653						
Movement to/(from) Gen Reserve	<u>305,041</u>						

Item 10b

3rd Quarter Income and Expenditure Exceptions Report

Income and Expenditure Exceptions Report 2023/24
Third Quarter – October to December 2023 *(Seventh to Ninth month)*

Please note:

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

In Q3 expenditure and income expectation is 75%.

Some income or budgets are incremental throughout the year and others are one off occurrences.
 Variations of 15% are reported as exceptions.

Please read in conjunction with the Income and Expenditure Report.

	Green indicates: <ul style="list-style-type: none"> Income at, or 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 %	Q3 Total	Total Budget	Movement to/from EMR
General Admin		Income				
101/1018	Street Trading Income	Advance permits purchased covering multiple financial quarters.	99.9%	£5,992.00	£6000.00	
101/1171	Miscellaneous Income	Coronation Event collection (£482.60) and scrap metal sale	270.9%	£677.00	£250.00	
101/1176	Precept	Annual precept paid in April	100.00%	£773,395.00	£773,395.00	
101/1187	Neighbourhood Fund	CIL funds from SC paid in full in April 2023 – moved to EMR	Unbudgeted – amount notified in April by Shropshire Council.	£21,653.00	£0.00	£21,653.00
101/1196	Interest Received	Increased interest rates, and increased PSDF investment.	2316.0%	£23,160.00	£1,000.00	
General Admin		Expenditure				
101/4016	Annual Town Meeting	Room hire cost – Annual event complete.	25.0%	£40.00	£160.00	

101/4017	Miscellaneous	Variable expenditure	8.2%	£18.00	£213.00	
101/4022	Stationery	Insufficient budget, prices increased. Budget increased in next year's budget.	136.8%	£821.00	£600.00	
101/4024	ALC Subscription	Annual payment.	101.7%	£2,238.00	£2,200.00	
101/4026	Office Equipment	Computer upgrade expenditure planned in Q4.	53.5%	£1,070.00	£2,000.00	
101/4028	Liability Insurance	Annual insurance payment – increased costs.	111.1%	£28,878.00	£26,000.00	
101/4029	Motor Insurance	Annual Fleet insurance payment, new vehicles, changes to policy admin costs, and increased vehicle values.	120.1%	£3,183.00	£2,650.00	
101/4031	Web-site	Annual Email hosting fees for Cllrs and staff, and website hosting for Council, Market and Museum websites and site maintenance.	116.5%	£1,398.00	£1,200.00	
101/4032	Newsletter	Newsletter published.	7.9%	£323.00	£4,095.00	
101/4034	Photocopier	Invoice raised for reimbursement of fees to end previous photocopier lease hire contract, matching expenditure in Q2. Matter taken to Full Council.	49.0%	£1,960.00	£4,000.00	
101/4039	RBS Accounts Package	Account and Cemetery software annual fee paid.	146.1%	£2,923.00	£2,000.00	
101/4053	HR and H&S Advice	Annual advice fee and insurance paid	107.3%	£4,830.00	£4,500.00	
101/4054	Licence Fees	Some fees paid later in year.	42.6%	£256.00	£600.00	
101/4057	Audit Fees	Year End and Interim Audits complete, increase in costs	103.0%	£3,606.00	£3,500.00	
101/4058	Bank Charges	Reduction in charges for banking cash due to use of card machine at the Buttercross Museum and Linney Car Park.	48.7%	£926.00	£1,900.00	
101/4072	Bus Shelter	Project complete in Q4.	0.0%	£0.00	£5,400.00	
101/4120	Council Minute Book Binding	Twelve volumes currently being bound.	0.0%	£0.00	£2,600.00	

101/4610	Loan Charges	Fixed costs.	1.1%	£1,990.00	£182,000.00	
Staff Costs		Expenditure				
102/4001	Actuarial Pensions Fund Deficit	Annual charge paid.	100.0%	£5,400.00	£5,400.00	
102/4060	Recruitment Costs	Recruitment of three posts.	102.0%	£1,020.00	£1,000.00	
Insurance Claims						
103/4059	Insurance Claims Expenditure	Remaining claim fund from Depot break in, necessary items have been replaced, remainder to be transferred to EMR 354 – DLF Equipment Replacement Fund	40.9%	£708.00	£1,732.00	
Civic Ceremonial		Income				
105/1166	Mayor's Charity	Funds to be transferred to Mayor's Charity Account in Q4	No Budget	£163.00	£0.00	
105/1173	Senior's Party Donations	Grant from Blakemore Foundation	No Budget	£60.00	£0.00	
Civic Ceremonial		Expenditure				
105/4040	Election Expenses	Recharge for 2022 By-Election.	100.0%	£3,077.00	£3,077.00	
105/4200	Mayors Allowance	Final payment form previous mayoral year and collection bucket purchase.	39.1%	£2,051.00	£5,247.00	
105/4201	Mayor Making	Annual event complete	97.9%	£1,273.00	£1,300.00	
105/4202	Mayor's Sunday	Annual event complete	102.3%	£512.00	£500.00	
105/4210	Civic Regalia	Purchase of flags and civic other paraphernalia.	32.0%	£160.00	£500.00	
105/4212	Members Expenses	Variable expenditure dependant on event invitations	26.5%	£106.00	£400.00	
105/4213	Mayor's Board Updating	Board is currently up to date, £417 to pay from Mar 2023 once final correction is made. Funds will be carried forward until there is a different Mayor	0.0%	£0.00	£900.00	

Community Grants		Income				
110/1169	Christmas Lights Donations	Public donations to Ludlow Christmas Lights	No Budget	£885.00	£0.00	
Community Grants		Expenditure				
110/4160	Project Support Grants	Low Take up	5.5%	£550.00	£10,000.00	
Community Projects		Income				
111/1111	Thriving Children & Families	Grant for SC, matching expenditure	No Budget	£10,166.00	£0.00	
Community Projects		Expenditure				
111/4088	Thriving Children /Family Grant	Grant paid out, matching income	No Budget	£10,166.00	£0.00	
111/4158	Christmas Lights	Increased contractor use required to meet H&S requirements.	135.3%	£13,533.00	£10,000.00	
111/4182	Churchyard Wall Loan Expenditure	Remainder of the loan carried forward.	0.0%	£0.00	£2,152.00	
111/4604	CCTV	Budget transferred to EMR	0.0%	£0.00	£7,000.00	£7,000.00
111/4705	Skatepark	Budget transferred to EMR	0.0%	£0.00	£2,450.00	£2,450.00
Property		Expenditure				
115/4222	Maintenance	Variable expenditure	27.3%	£1,637.00	£6,000.00	
Buttercross Market		Expenditure				
117/4013	Electricity	Billed for 8 months (to Nov)	47.4%	£237.00	£500.00	
Buttercross		Income				
119/1007	Buttercross Museum Donations	Donations are variable.	No Budget	£170.00	£0.00	
Buttercross		Expenditure				
119/4012	Water Rates	Annual unmetered water supply charge.	109.9%	£439.00	£400.00	
119/4014	Gas	Billed for 8 months (to Nov)	43.7%	£590.00	£1,350.00	
119/4222	Maintenance	Expenditure approved by Committee.	101.2%	£1,012.00	£1,000.00	
119/4232	Buttercross Museum Merchandise	Good level of stock from last year	31.7%	£238.00	£750.00	
119/4233	Buttercross Lift Contract	Annual service not yet undertaken	0.0%	£0.00	£300.00	

119/4234	Clock Service	Annual service not yet undertaken	0.0%	£0.00	£270.00	
119/4522	Buttercross Museum Events	Buttercross Museum trail prizes	8.4%	£15.00	£175.00	
119/4523	Buttercross Card Payment Fees	The Buttercross Museum can now take card payments. There is a 1.69% fee on each transaction.	No Budget	£22.00	£0.00	
Guildhall		Expenditure				
121/4012	Water Rates	New meter fitted last year, under review.	212.4%	£1,487.00	£700.00	
121/4013	Electricity	Billed for 8 months (to Nov)	35.5%	£3,196.00	£9,000.00	
121/4218	Guildhall Redecoration	Transfer to EMR, future project	0.0%	£0.00	£1,000.00	
121/4222	Maintenance	Sealing the GH Chamber Floor, funds from EMR to cover	112.9%	£1,694.00	£1,500.00	-£1,251
121/4604	CCTV	Transfer to EMR, future project	0.0%	£0.00	£700.00	
Markets		Income				
201/1003	Buttercross Market Rent	Increase in frequency of trader use.	228.8%	£2,288.00	£1,000.00	
201/1027	Food Festival	Increased cost reflected increased assistance provided.	126.2%	£1,893.00	£1,500.00	
201/1028	Charity Market	Mayor's Charity Market rents transferred to Mayor's Charity account in Q4.	No Budget	£280.00	£0.00	
201/1040	Parking Permits	At cost service for traders.	No Budget	£12,824.00	£0.00	
Markets		Expenditure				
201/4013	Electricity	Billed for 8 months (to Nov)	35.6%	£1,781.00	£5,000.00	
201/4017	Miscellaneous	Variable expenditure	2.9%	£9.00	£300.00	
201/4018	Online Booking System	Future project	0.0%	£0.00	£500.00	
201/4030	Advertising	Expenditure plan reported to Services Committee.	47.9%	£1,917.00	£4,000.00	
201/4036	MACCs Licence & Maintenance	Annual licence fee	91.2%	£730.00	£800.00	
201/4222	Maintenance	Variable expenditure	18.9%	£1,653.00	£8,764.00	
201/4227	Parking Permits	At cost service for traders, see income	No Budget	£11,107.00	£0.00	

201/4327	PayPal Commission Charge	Due to the current financial climate many traders are not booking Specialist Markets in advance online and are paying closer to the market day in cash/cheque	56.3%	£394.00	£700.00	
Mayfair		Income				
202/1024	Mayfair Income	Licence fee paid for Mayfair 2023	100%	£8,857.00	£8,857.00	
Mayfair		Expenditure				
202/4224	Mayfair	Costs set against income code 202/1024. Further costs for staff time to be calculated and transferred.	No Budget	£1,725.00	£0.00	
Tourism	Income					
205/1056	Town Trails Income	Income used to fund reprint of trail.	No Budget	£210.00	£0.00	
Street Lighting		Expenditure				
301/4222	Maintenance	Repaint 1 lamppost. Balance to be transferred to EMR for future replacement costs.	3.7%	£219.00	£4,000.00	
Street Furniture		Expenditure				
302/4222	Maintenance	Variable expenditure.	19.9%	£334.00	£1,679.00	
302/4501	Street Furniture	Variable expenditure.	7.2%	£109.00	£1,500.00	
Toilets		Income				
303/1174	Toilet Block Income	Income significantly down due to toilet closures and coin box issues	32.7%	£3,273.00	£10,000.00	
Toilets		Expenditure				
303/4356	Toilet Cleansing	Lower than expected.	52.8%	£1,056.00	£2,000.00	
Castle Street Toilets		Expenditure				
304/4013	Electricity	Billed for 8 months (to Nov)	40.3%	£3,227.00	£8,000.00	
Smithfield Toilets		Expenditure				
305/4013	Electricity	Billed for 8 months (to Nov)	55.4%	£554.00	£1,000.00	
Linney Toilets		Expenditure				
306/4013	Electricity	Billed for 8 months (to Nov)	50.1%	£401.00	£800.00	
Cemetery		Income				
401/1051	Cemetery Fees	Variable income	46.1%	£11,527.00	£25,000.00	
401/4053	Grave Digging	Cost neutral service, see	No Budget	£8,510.00	£0.00	

	Fees	expenditure				
Cemetery		Expenditure				
401/4012	Water Rates	Budget distorted by previous leak, now fixed and bills lower.	30.5%	£152.00	£500.00	
401/4222	Maintenance	H&S expenditure to make safe memorials identified during testing.	331.9%	£3,319.00	£1,000.00	
401/4306	Grave Digging	Cost neutral service, see expenditure	No Budget	£9,046.00	£0.00	
401/4509	Epitaph Licence & Maintenance	Cost associated with the download of database in relevant format to upload to new cemetery system.	144.1%	£840.00	£583.00	
401/4516	Cemetery Extension	Future project – transfer funds to EMR	0.0%	£0.00	£4,000.00	
401/4606	Cemetery Paths	Future project – transfer funds to EMR	0.0%	£0.00	£2,000.00	
Ludlow in Bloom		Expenditure				
402/4550	Ludlow in Bloom Expenditure	Grant paid in full	100.0%	£3,500.00	£3,500.00	
Allotments		Income				
403/1076	Allotments Rent	Annual rent paid	100.0%	£871.00	£871.00	
Allotments		Expenditure				
403/4222	Maintenance		126.6%	£400.00	£316.00	
Amenities		Income				
410/1168	Fairtrade Bed	Donation from Ludlow Fairtrade for Castle Gardens flowerbed	No Budget	£200.00	£0.00	
Amenities		Expenditure				
410/4222	Maintenance	Hedge Trimming, Play ground inspections, Castle Gardens remove tree stump, Linney fence	228.7%	£5,716.00	£2,500.00	
410/4401	Housman Crescent Play Area Fencing	Project funds to be transferred to EMR	0.0%	£0.00	£100.00	
410/4403	Wheeler Road Shelter MUGA	Project funds to be transferred from EMR.	No Budget	£3,419.00	£0.00	
Linney Riverside Park		Expenditure				
411/4013	Electricity	This expenditure is being monitored.	93.5%	£187.00	£200.00	

411/4075	Linney Parking Meter Fees	Linney parking meter card fees are being monitored for budget setting next year. (Meter Income £11,304.00 to date)	No Budget	£588.00	£0.00	
411/4608	Linney Car Park	Expenditure set against Linney ring fenced funds, transfer from EMR	No Budget	£4,910.00	£0.00	-£4,910.00
Direct Labour Force		Expenditure				
4013/500	Electricity	Billed for 8 months (to Nov)	39.2%	£783.00	£2,000.00	
500/4311	Vehicle Service & Repair	Service charges for all council vehicles and wear and tear charge for lease hire van.	304.3%	£3,043.00	£1,000.00	-£1,884.00
500/4313	Vehicle Lease Hire	Transfer from EMR	227.1%	£25,112.00	£11,060.00	-£14,832.00
500/4318	Vehicle Tax	Electric vehicles are cheaper on road tax.	44.5%	£223.00	£500.00	
500/4319	Consumable Goods	Variable expenditure	45.4%	£818.00	£1,800.00	
500/4322	Clothing & PPE	New staff costs increased.	109.1%	£1,527.00	£1,400.00	
500/4323	Equipment	Variable expenditure	43.1%	£647.00	£1,500.00	
Contingencies		Expenditure				
501/4800	Contingency Fund	Expenditure for: refunds for cancelled market due to bad weather; storage; Wheeler Road gates; cherrypicker; The King's Coronation; contractor toilet cleaner cover; Heras Fencing; and Portaloo for Castle Street works.	64.8%	£11,878.00	£18,325	
501/4801	Infrastructure Fund	Project funds to be carried into EMR	0.0%	£0.00	£2,000.00	
501/4803	DLF Equipment Replacement Fund	Purchase of new trailer to be covered by EMR.	278.2%	£3,895.00	£1,400.00	

Item 11a
Aged Debtors

Outstanding Balances by Due Date as at 31/01/2024

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Over 60 Days	On A/c Pymnts
Ledger No 1: Sales Ledger							
CAM001	CRAVEN ARMS MEM	0.30	0.00	0.00	0.30	0.00	0.00
CEMDAVK00	CEMDAVK001	218.00	0.00	218.00	0.00	0.00	0.00
CEMDUBW0	CEMDUBW001	218.00	0.00	0.00	218.00	0.00	0.00
GHF001	GHF	358.00	0.00	0.00	358.00	0.00	0.00
HSK002	HOSKINS	-131.00	0.00	0.00	0.00	0.00	-131.00
MBC001	M AND B CRAMP	784.50	784.50	0.00	0.00	0.00	0.00
MPS001	MPS	4,249.15	0.00	0.00	0.00	4,249.15	0.00
PET001	PRODUCE	1,813.00	914.00	0.00	0.00	899.00	0.00
PPP001	PRODUCE PARKING	96.00	96.00	0.00	0.00	0.00	0.00
PRI001	PRIDE	54.00	0.00	0.00	0.00	54.00	0.00
SCPARKS	SC	2,067.80	0.00	0.00	0.00	2,067.80	0.00
VAL001	ALLEN	693.00	0.00	200.00	742.00	0.00	-249.00
Total Sales Ledger No		10,420.75	1,794.50	418.00	1,318.30	7,269.95	-380.00
TOTAL SALES LEDGER BALANCES		10,420.75	1,794.50	418.00	1,318.30	7,269.95	-380.00

Item 11b
Aged Debtors - Report

Debtor	Invoice Date	Invoice No.	Invoice Amount	Description	Action Taken	Date
AH Caldicott & Sons	31/01/2024	CEM33	£1,081.00	Cem Fee - S Smith - I/6/709	Paid	22/01/2024
Craven Arms Memorials	14/11/2023	1079	£131.00	Mem Fee - Morgan GG/8/213	Part Paid - 30p Outstanding	14/11/2023
Mr K Davies	31/01/2024	CEM32	£218.00	Cem Fee - Purchase ashes plot - GG/8/210	New	31/01/2024
Dawsons Funeral Service	31/12/2023	CEM29	£1,490.00	Cem Fee - D Priday - H/10/386	Paid	11/12/2023
Ms W Dubberley	31/12/2023	CEM28	£218.00	Cem Fee - Purchase ashes plot - GG/8/211		
Graham Heiron Funerals	31/12/2023	CEM30	£358.00	Cem Fee - C Dubberley - GG/8/211		
Hoskins Stonemasons	01/09/2023	Credit	-£131.00	Duplicate Mem Fee - Pardoe		
M & B Cramp	10/08/2023	1053	£1,031.00	Whole Market Let - August	Paid	15/01/2024
	01/11/2023	1065	£1,031.00	Whole Market Let - November	Paid	15/01/2024
	31/12/2023	1085	£1,031.00	Whole Market Let - December	Paid	15/01/2024
	31/01/2024	1087	£261.50	Whole Market Let - January		
	28/02/2024	1088	£523.00	Whole Market Let - February		
Managed Print Solutions	27/01/2023	1004	£1,663.20	Photocopier Rental on old machine		
	28/06/2023	1037	£2,585.95	Old photocopier settlement payment		
Produce Market	01/11/2023	1064	£899.00	Whole Market Let - November	Reminder email sent	08/02/2024
	31/01/2024	1089	£457.00	Whole Market Let - January		
	28/02/2024	1090	£457.00	Whole Market Let - February		
Produce Market Parking	08/02/2024	1091	£96.00	Parking Permits - 11/01/24, 25/01/24, 08/02/24		
Ludlow Pride	27/10/2023	1063	£54.00	Repairs to damaged gazebo	Reminder email sent	08/02/2024
Shropshire Council	17/01/2019	801	£201.60	Play Area Trasfer - Legal Fees		
	09/02/2023	1006	£1,866.20	Parking Permits Overcharge	Reminder email sent	13/07/2023
					Telephone call	20/07/2023
Victoria Allen Funeral Services	06/12/2023	1080	£200.00	Chapel Fee - D Wilding	Paid - Credit on account, duplicate payment £49 credit remaining	01/11/2023
	31/12/2023	CEM31	£742.00	Cem Fee - I Welch - F/1/818		

Item 12a

Policy Review – Market Regulations

REPORT

MARKET REGULATIONS RECOMMENDATIONS

**Policy & Finance Committee
26th February 2024**

1. INTRODUCTION

- 1.1 The market regulations have been reviewed by Services Committee and have returned to Policy and Finance Committee prior to their recommendation for approval by Full Council.

2. RECOMMENDATION

- 2.1 To recommend adoption of the revised Market Trader Regulations to Full Council.

3. RECOMMENDATIONS FROM SERVICES COMMITTEE

- 3.1 Services Committee made the following recommendations regarding Ludlow Market Regulations at their meeting on 26th July 2023.

S23/040 LUDLOW MARKET REGULATIONS

RECOMMENDED BW/EG (unanimous)

That the revised market regulations are recommended to Policy & Finance Committee for approval, with the following amendments:

- The responsible person is referred to as Market Officer throughout the regulations.
- The charge of £5.00 for overspill of market stall to be added to the table of charges reviewed annually.
- The charge of £5.00 for overspill be at the Market Officer's discretion.

- That the termination of trading licence for absence for more than three weeks be at the Market Officer's discretion.

4. WORDING CHANGES

- 4.1 the changes recommended by Services Committee have been added to the previous changes in the regulations that are attached to this report.

Town Clerk
February 2024

Implications

Wards Affected (All)

Financial (As detailed in the report)

Health & Safety (None specified)

Law & Order (None specified)

Environmental Implications (None Specified)

POLICY:	MARKET REGULATIONS
Policy number:	LTC / MR/23/v.5
Available to:	All Staff, Councillors, Market Traders, & Public (Published on Website)
Supersedes Version:	Market Regulations – Adopted 20/01/2016
Approved by:	Full Council
Approval date:	4 th March 2024 (provisional)
Review due:	April 2026

1. Description

Regulations for the operation of the Town Council’s regular markets that take place on Mondays, Wednesday, Fridays and Saturdays throughout the year.

2. Purpose of this policy

To regulate the safe and fair operation of regular markets run by Ludlow Town Council. To ensure the health and safety of all users including members of the public, customers, visitors, market traders, Council staff and Councillors on Ludlow market square and the Buttercross market area.

3. Scope

To regulate all markets run by Ludlow Town Council held on regular market days.

4. Procedure

4.1 MARKET DAYS

Normal Market Days are Monday, Wednesday, Friday and Saturday. Emergency conditions may require an adjustment to this rule. The Town Clerk reserves the right to close the Market, or any part thereof, before or during the Market day if thought necessary through adverse weather or insufficient Traders. The Traders shall not be liable for any rent in the event of such closure.

4.2 ACCESS TO FACILITIES

The Market in which the facilities are available will be open at 6.30am unless previously agreed with the Town Clerk. At 5.00 pm the Stall holder must cease trading, ~~except Fridays when trading may be extended by agreement of the Town Clerk.~~ Traders are required to clear all merchandise and other articles, including vans, from the Market within 60 minutes of closing time and ensure that neither the stallholder nor his/her employees remain in the said Market, ~~without prior agreement of the Market Officer.~~ Ludlow Town Council reserves the right to remove any ~~unauthorised~~ vehicle or mobile unit remaining on the square after this time.

4.3 REGULAR STALL ALLOCATION

a) Trader Contact Details

Traders must provide their full contact details to the Town Council and undertake to clearly display their name, postal address and telephone number on their stall at all times when trading. Email addresses where available should also be displayed. This can be in the form of business cards, leaflets, packaging or simply a notice.

b) Applications

These should be made on an official application form obtainable from the Market Officer or Ludlow.gov.uk. Applications should be specific regarding the type of goods to be sold e.g. 'country clothing' or 'baby clothing'. General descriptions such as 'clothing' or 'fancy goods' are not sufficient. Applications from Traders for a change of line, additional lines or additional stalls should be made in the same way. ~~The Traders' Committee will be consulted on any potentially contentious new applications.~~

c) Waiting List

This will comprise data from the completed application forms, and permanent stall allocations will only be made from this list.

d) Type of Goods Sold

Stall allocation is based on the type of goods sold and the quality of stall presentation allowing no undue duplication and taking into account the date of application and the maintenance of the widest possible variety on the Market. In accordance with our stall allocation guidelines.

f) Regular Stall Allocation

This is to be decided by the Market Officer. Vacant stalls will be let on a casual basis until permanent allocation is decided.

e) Spreading Over

Traders may, with the Market Officer's permission, occasionally spread goods over to a neighbouring stall that is vacant through the absence of a trader. ~~On Mondays and Wednesdays occasional spreading over is free of charge. On Fridays and Saturdays~~ Occasional 'spreading over' is charged at £5.00 per day rent ~~at the discretion of the Market Officer.~~ Casual Traders' stall allocations

will be given precedence over existing Traders spreading over. Regular spreading is not allowed as traders requiring extra stalls on a regular basis need to be allocated and licensed accordingly.

4.4 CASUAL STALLS ALLOCATION

Casual Traders should arrive by 8.30 am. Stalls will be allocated after 8.30am taking into account the number of times the trader has previously attended the market and the time of that days arrival and at the discretion of the Town Clerk. In exercising discretion the Town Clerk will take account of the goods offered by the regular traders on the day in question and the goods to be offered by the casual traders. If there is a significant duplication the Market Officer may refuse facilities to the casual trader. A list of casual traders will be kept and each time a trader attends the market it will be noted. Each trading day is counted as a separate entity and regular attendance on one trading day will not influence any decision pertaining to stall allocation on another trading day. If traders do not agree to become regular traders when invited by the Market Officer they will go to the end of the new traders waiting list. Stalls that are known to be vacant on any particular market day will be allocated from 8.30am.

4.5 STANDARD REGULATIONS

All Traders should keep fully aware of any current statutory legislation e.g. Health & Safety that may affect an open market, and should comply with such regulations at all times whilst trading on Ludlow Market.

4.6 NEW TRADERS

When a permanent stall or pitch becomes available the next appropriate trader on the waiting list will be invited to trade. Upon the completion of 3 weeks on the same permanently vacant stall the Trader will be invited to become regular from the fourth week at the discretion of the Town Clerk. If the new trader does not wish to continue the permanent stall or pitch will be offered to the next appropriate trader on the waiting list.

New Traders may also be invited to trade on casual stalls or pitches, available due to holiday/sickness etc., the Market Officer will advise the trader that this is not a permanently available pitch and the trader will have no right to become a regular trader upon the completion of 3 weeks. New Traders will be granted a one off introductory concession of half price rent for 3 weeks trade regardless of whether the stall or pitch is available on a permanent or casual basis.

To qualify as a New Trader, the trader must not have traded on a Monday, Wednesday, Friday or Saturday Ludlow Market during the previous 2 years.

4.7 PAYMENT

All payments for the current market day will be collected by the **Market Officer** ~~Town Clerk~~ or **another** Member of Staff **as delegated by the Town Clerk** on each Market day. Stalls must be paid for whether or not the trader attends the Market except for Holidays (see Regulation 8), approved sickness or exceptional circumstances **approved by the Market Officer** ~~Town Clerk~~ (see Regulation 10). Unpaid sums will be recoverable by way of a common debt and subject to the Council's Debt Recovery policy. Failure to pay may lead to court action where stall holders could be asked to pay the Council's costs.

4.8 HOLIDAYS CONCESSION

A concession of two complete weeks holiday per year without charge will be granted, **at the discretion of the Market Officer**, to Regular Traders, subject to written notice of at least three weeks and provided that no more than a total of 5 stalls are vacant on any one trading day as a result of this concession.

4.9 CHARITY STALLS

Stalls may be provided free of charge to any registered charity or registered collector for a registered charity. Stalls may also be provided free of charge to any 'not for profit' (NPO) organisation that is not a registered charity at the discretion of the **Market Officer** ~~Town Clerk~~. All charity stall holders are required to clearly identify that they are collecting for a charity or NPO. Stalls will be provided on any general market day where there are free stalls available and no demand from paying stall holders for those stalls. Any person receiving a stall free of charge will be bound by the same stall allocation guidelines as paying traders.

4.10 NON ATTENDANCE

Any trader who misses a Market due to illness, accident or any other unforeseen problem should contact the Market Officer by phone on 01584 871970 (07800 555692) as soon as they are aware they will not be attending, and to inform the Market Officer when they will be attending the Market for trading again. A regular trader shall be exempt from paying rent due to illness for three days per trader per market (i.e. day of the week) per financial year. Following this, traders shall be liable for the rent incurred on the missed day. The Council may reserve the right not to grant this exemption if a trader has not given suitable notice or for any other reason at the discretion of the Town Clerk. Council reserves the right under certain circumstances to re-allocate stalls after 3 months absence through sickness.

4.11 TERMINATION

The Council shall have the right to terminate a Market Licence without notice on the following grounds:

- a) If Payment of rent is in arrears for two weeks or more.
- b) If the Facilities shall not be used by the Stall holder for the purposes of his trade on each trading day throughout a period of three (3) consecutive weeks **at the Market Officer's discretion**. Unless a **Sick Fit Note** ~~or self-certification note~~ is provided in which case the Council may require an independent Doctor's examination in the case of prolonged illness. The Council reserves the right to re-allocate stalls after 3 months absence through illness.
- c) If the Stall holder shall be adjudged bankrupt or have a receiving order made against him or make a composition or arrangement with his creditors or suffer distress or execution to be levied on his goods
- d) If the Stall holder or his employees act contrary to the Licence or Market Regulations.

4.12 ELECTRICITY AND GAS SUPPLY

Traders may not install electrical equipment without the permission of the **Market Officer** ~~Town Clerk~~ who will determine the terms and conditions of use of the Council's electricity supply which is open to review by him/her at any time. Traders must only use the supply available for the operation of lighting, tills, scales, refrigerators and other fittings associated with market stalls. All electrical equipment must be safe and sound to the requirements of statutory regulations such as the Health & Safety at Work Act. Permitted maximum amperage for electrical equipment is 10 amps for Vans, 5 amps for all other stalls unless otherwise authorised by the **Market Officer** ~~Town Clerk~~. Fuse capacity must not be altered. In no circumstances should cables be left on the ground. Electricity will be chargeable ~~at £1.00~~ per trading day (see **Ludlow Town Council's Schedule of Fees**). If a trader does not wish to use electricity this charge will not be applied. **ONLY ELECTRIC LIGHTING IS ALLOWED ON STALLS. NO PORTABLE GAS APPLIANCES ARE ALLOWED WITHOUT THE EXPRESS PRIOR PERMISSION OF THE TOWN CLERK IN WRITING.**

4.13 DISPOSAL OF REFUSE

All refuse must be placed in the containers provided by the Town Council's Contractor if this facility is available to the Stall Holders (This is not available as of right). Only refuse accumulated by the Market Trader on the site is authorised to be deposited in such containers. Dumping of any other rubbish is strictly prohibited. Cardboard boxes must be flattened. Traders are required to keep stall areas and the avenues adjoining the stalls free from refuse and litter of any kind at all times and to take all precautions to prevent litter from being blown about. All associated packaging and rubbish must be removed to the disposal point. All perishable waste and items that may cause a smell must be placed in bin liners and tied by the Stall Holder before being deposited as stated above.

4.14 CONTACT WITH THE TOWN COUNCIL

Course of action open to Market Traders who wish to contact the Town Council:

- a) In the first instance all problems shall be brought to the attention of the Market Officer. ~~or discussed with the Market Traders' Committee.~~
- b) If you are unable to obtain a satisfactory solution to your problem, please put your concern to the Town Clerk in writing.
- c) If you are still dissatisfied, please ask an Officer of the local Market Traders' Federation to approach the Town Clerk who may put the matter before the Town Council's Services Committee.
- d) It is agreed that decisions of the Town Council will be binding on all parties.

4.15 FORMAL TRADER COMPLAINTS AND COMPLIANCE

A formal trader complaints and compliance system is part of market procedures and each trader attending the market accepts the use of the system as part of these regulations and the licence conditions.

4.16 INFLUENCING THE BUSINESS OF FELLOW TRADERS

No products may be advertised for sale that are not held on the stall that day and all items that are offered for sale must be specified within the Second Schedule of a trader's licence. Any trader proven to be offering for sale or offering to source any items sold by another licensed trader will be subject to the compliance process.

Due consideration will be given to the 'spirit' of a trader's actions. If the Market Officer or the Town Clerk consider a trader's actions to be negatively affecting another trader's business, even if said action does not directly breach another term or regulation, then the compliance process may still be invoked

4.17 REGULATIONS REVIEW

These Regulations may be subject to review as the Council shall see fit.

4.18 PUBLIC LIABILITY INSURANCE

Traders must provide proof of holding current Public Liability Insurance before they will be permitted to trade from a stall or pitch. Proof of insurance should be produced on demand to the Market Officer. Traders shall indemnify the Council against all costs, claims and convictions arising as a result of their occupation and use of the Market.

4.19 EMPLOYMENT OF CHILDREN AND YOUNG PERSONS

All Traders must comply with the Children and Young Persons Act 1933 & 1963, the Education Acts 1944-48 and the Employment of Children Act 1973.

Definition - A “child” is any person not over compulsory school age.

Definition - “Employed” is extended to include any child who assists in a trade or occupation even where the child receives no monetary reward.

4.20 CONDUCT OF TRADERS

Market traders, their agents and/or employees paid or unpaid, are required to conduct themselves, whilst attending the markets, in an orderly manner and not use their trading positions so as to cause annoyance, inconvenience or concern to any other users of the market and/or market management, or Council Members.

4.21 GENERAL MATTERS

No traders shall engage in “pitching” i.e. calling out their wares. Traders should not demonstrate their goods except in places within the market area which may be designated by the Market Officer.

The sale of live animals, fish, birds and other fowl shall not be permitted.

Acupuncture, ear and body piercing, tattooing or electrolysis will not be permitted on the market.

4.22 SALE OF ITEMS

Members of staff of the Town Council will ask traders to remove inappropriate items or any items that may be viewed as dangerous or offensive or outside of the Licence line of trade to the public from display.

5. LEGAL

The Food Act 1984 (Part III)
Children and Young Persons Act 1933 & 1963,
The Education Acts 1944-48
The Employment of Children Act 1973

6. OTHER RELEVANT POLICIES

Specialist Market Regulations
Ludlow Market Sale of Alcohol Policy

Stall Allocation Policy
Market Compliance Procedure
Market Complaints Procedure

Item 12

Climate Action Sub-Committee



MINUTES

Minutes of a meeting of the **Climate Action Sub-Committee** held in the Guildhall on **Thursday 15th February 2024** at **9:30am**.

CAS/70 **PRESENT**

Councillors: Councillors Garner and Parry.
Officers: Gina Wilding, Town Clerk

CAS/71 **ABSENT**

Councillor Pote was absent.

The meeting was not quorate, so no business could be transacted.

Chairman

Date

Item 14

Cashless Market Rent Payments

REPORT

MARKET RENT CONTACTLESS PAYMENTS

**Policy & Finance Committee
26th February 2024**

1. INTRODUCTION

- 1.1.1 Ludlow Market has traded in the heart of Ludlow for over 900 years. During this time, it has undergone many adaptations, and will continue to adapt to changing circumstances.
- 1.2 Market traders have made necessary adaptations to keep pace with the needs of their customers and part of this process has been accepting card payments. This has proved to be a successful adaptation.
- 1.3 The next adaptation for the market is a procedure to enable traders to pay their rent by contactless payment.

2. RECOMMENDATION

- 2.1 To recommend approval of a separate SumUp account to be set up for market transactions to Full Council.
- 2.2 That a SumUp Solo machine be purchased for £79.00.
- 2.3 That the procedure modifications outlined in this report be put into place for the use and reconciliation of the market rent payments.

3. CHANGES

- 3.1 The precedent for contactless payments has been set by Ludlow Museum

at the Buttercross, and the SumUp system has proved simple to use.

- 3.2 Whilst the introduction of contactless payment of market rent should not be seen as the end of cash rent payments, it is a necessary addition to the payment types accepted by the Council.
- 3.3 As more traders take card payments, the incidence of traders not having cash for their rent has increased, and this trend is likely to continue. Contactless payment will be convenient for the Council and for traders.
- 3.4 The basic transaction fee for Sum Up card payments is 1.69%.

There is an option to reduce this charge to 0.99% with a £29.00 per month subscription fee. This may represent a saving dependant on the uptake of card payments and will be reviewed at a later date. For illustrative purposes the income from regular market rents to date is £115,000.00. the transaction fee at 1.69% would be £1,943.50, and the transaction fee for the monthly payment and 0.99% would be £1,486.50.

Whilst the Sum Up transaction fee is more than banking cash fee, which is 90p per £100.00 (0.9%) – and the fee on £115,000.00 is £1,035.00 - there are other factors to consider including staff time collecting, counting reconciling and banking cash, plus the additional risk factors of collecting, storing and travelling with cash. Overall, the change to cashless payments would be an improvement for the council.

- 3.3 The core process of setting up traders and using the MACCs rent collection and receipting system will remain unchanged. Only the final process of taking payment will be modified.

The Sum Up machine has a 3G enabled SIM, which means it does not require an internet connection to work on the market (this capability has been tested successfully).

4. NEW PROCEDURE AND IMPLEMENTATION TIMESCALE

- 4.1 A separate Sum Up account and machine will be used exclusively for the market payments, which include daily rent, electricity and parking permits separately itemised on the MACCs receipt.
- 4.2 The payment will be made directly into the Town Council's bank account and these payments will be reconciled against the Sum Up account and Market Officer's daily reconciliation sheet, which will be modified to separately record the cash total and the cashless total.
- 4.3 Ideally, the system should be set up and in use by the new financial year.

Town Clerk
February 2024

Implications

Wards Affected (All)

Financial (As detailed in the report)

Health & Safety (Reduced risk)

Law & Order (None specified)

Environmental Implications (None Specified)

Item 16
Mayor's Civic Events

Mayor's Civic Visits November 2023 – January 2024

Date	Event	Venue	Invitation From
12 th November	Ludlow Remembrance Sunday Parade and Service	Ludlow Peace Memorial and St Laurence's Church	Ludlow Town Council
24 th November	Stourport on Severn Three Kings Parade and Christmas Light Switch On	Stourport on Severn	Stourport on Severn Town Council
25 th November	Ludlow Christmas Light Switch On	Ludlow Town	Ludlow Town Council

Deputy Mayor's Civic Visits November 2023 – January 2024

Date	Event	Venue	Invitation From
12 th November	Ludlow Remembrance Sunday Parade and Service	Ludlow Peace Memorial and St Laurence's Church	Ludlow Town Council
25 th November	Ludlow Rotary Tree Of Light	Castle Gardens	Ludlow Rotary Club
5 th December	RAF Shawbury Christmas Concert	St Chad's Church, Shrewsbury	RAF Shawbury