



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: 8th October 2025

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in The Guildhall, Mill Street, Ludlow SY8 1AZ on Monday 13th October 2025 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **FINANCIAL INFORMATION**
- **POLICY REVIEW**
- **EXTERNAL AUDIT**

The public may speak at this meeting.

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



1. Welcome from the Chairman and essential housekeeping information.

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

2. Recording of Meetings

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

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

3. Meeting Protocol

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

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

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

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

4. Apologies

To note apologies for absence from members of the Committee.

5. Declarations of Interests

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

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

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



6. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
7. **Ludlow's Unitary Councillors Session** – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
8. **Minutes**
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 1st September 2025**.
9. **Items to Action**
To consider the items to action sheet from the previous Policy and Finance Committee Meeting held on **1st September 2025**.

	ITEM	Attachment
10.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for August 2025.	10a
b)	Reconciliation for August 2025..	10b
c)	Barclaycard - Payments, Income & Reconciliation for August 2025..	10c
d)	PayPal – Payments, Income & Reconciliation for August 2025..	10d
e)	Petty Cash – Payments, Income & Reconciliation for August 2025..	10e
f)	Public Sector Deposit Fund – Payments, Income & Reconciliation for August 2025.	10f
g)	Income - Payments, Income & Reconciliation for August 2025..	10g
h)	Electric Vehicle Charging - Payments, Income & Reconciliation for August 2025.	10h
i)	Mayor's Charity Account Payments, Income & Reconciliation for July and August 2025.	10i
j)	Mayor's Charity Account Income Payments, Income & Reconciliation for July and August 2025.	10j
11.	DEBTORS	
a)	To receive a report of debtors.	11a
b)	To consider an explanation report on debtors.	11b
12.	POLICY REVIEW	
a)	To approve the policy amendments to the Recruitment & Selection Policy as recommended by Staffing Committee.	12a
b)	To approve the policy the Sexual Harassment Policy, Risk Assessment and Action Plan as recommended by Staffing Committee.	12b
c)	To approve the revised Hedgerow Policy including a list of the Council's hedgerows.	12c



13.	CLIMATE ACTION TASK AND FINISH GROUP	
a)	To receive the notes of the Climate Action Task and Finish Group meeting held on the 2 nd October 2025	13a
b)	To approve submitting the Local Nature Recovery Strategy Consultation response recommended by the Climate Action Task and Finish Group before the response deadline: 15 October 2025. The full consultation information is available via this link: Local nature recovery strategy (LNRS)	13b
14.	BUDGET TASK AND FINISH GROUP	
	To receive notes of the Budget Task and Finish Group meetings held on the:-	
a)	7 th August 2025	14a
b)	14 th August 2025	14b
15.	STAFFING EFFICIENCY REVIEW	15
	To note that the Staffing Committee recommendation to Full Council	
16.	EXTERNAL AUDIT	16
	To note that audit is unconcluded subject to a review, and the information provided by the External Auditor is on the council's website as required.	
17.	CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT	
a)	To approve the cash flow management procedure.	17a
b)	To note the August and September 2025 statements.	17b
c)	To note the share certificate.	17c
d)	To note the sell shares funds transfer	17d
e)	Interest Rates	17e
M e m b e r s h i p Members of the Policy & Finance Committee Councillors Owen (Chair); Childs; Cowell; Gill; Ginger; Hepworth; Lyle; Maxwell-Muller; Parry; Scott-Bell; and Taylor (Vice-Chair)		
Notes The next Policy & Finance Committee meeting will be held on the 24th November 2025		

Item 8

Minutes

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 1st SEPTEMBER 2025** at **7.00PM**

PF/67 PRESENT

Chair: Councillor R. Owen

Councillors: Childs; Cowell; Ginger; Hepworth; Lyle; Maxwell-Muller; and Taylor.

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

PF/68 ABSENT

Councillors Gill, Parry and Scott-Bell were absent.

PF/69 WELCOME

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

PF/70 RECORDING OF MEETINGS

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

PF/71 MEETING PROTOCOL

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

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

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above

Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

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

PF/72 APOLOGIES

Apologies for absence were received from Councillor Gill and Scott-Bell.

PF/73 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/74 PUBLIC OPEN SESSION (15 minutes)

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

PF/75 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/76 MINUTES

RESOLVED KC/IMM (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 21st July 2025, be approved as a correct record, and signed by the Chair.

PF/77 ITEMS TO ACTION

RESOLVED RO/DL (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 21st July 2025, be noted.

PF/78 FINANCE INFORMATION

RESOLVED RO/IMM (Unanimous)

That the Cash Book Payments, Income and Reconciliation, Barclaycard Payments, Income and Reconciliation, PayPal Payments, Income and Reconciliation, Petty Cash Payments, Income and Reconciliation, Public Sector Deposit Fund Payments, Income and Reconciliation, Income Cash Book Payments, Income and Reconciliation and Electric Vehicle Charging Payments, Income and Reconciliation for June and July 2025, be received.

PF/79 AGED DEBTORS

RECOMMENDED GG/KC (Unanimous)

That invoice number 1139 for 30p owed by Craven Arms Memorials be written off.

PF/80 RESOLVED GG/KC (Unanimous)

To write a letter to Futuresound requesting payment of outstanding invoice, and that in future years the Council invoices and receives full payment and a returnable £500.00 damage deposit in advance of the commencement of the event.

PF/81 RESOLVED GG/KC (Unanimous)

That the outstanding invoices relating to the Cemetery be pursued for payment including interest payable to be made within 30 days.

PF/82 RESOLVED RO/KC (Unanimous)

That:-

- a) the Debtors report be received.
- b) the Debtors Explanation Report be received.

PF/83 1ST QUARTER INCOME AND EXPENDITURE

a) Income and Expenditure Report

RESOLVED RO/MT (Unanimous)

That the 1st Quarter Income and Expenditure Report, be noted.

PF/84 b) Exceptions Report

RESOLVED RO/MT (Unanimous)

That the 1st Quarter Exceptions Report be received.

PF/85 ASSERTION 10

RESOLVED RO/KC (Unanimous)

That:-

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

PF/86 POLICY REVIEW

a) Information and Data Protection Policy

RECOMMENDED RO/DL (Unanimous)

That the Information and Data Protection Policy, as amended to state that the policy will be reviewed “annually” instead of “periodically”, be adopted.

PF/87 b) Data Transparency Policy

RECOMMENDED RO/MT (Unanimous)

That Data Transparency Policy be amended in include the publication of the quarterly income and expenditure reports and the earmarked reserves on the Council's website.

PF/88 RECOMMENDED RO/DL (Unanimous)

That the Data Transparency Policy, as amended, be adopted.

PF/89 c) Hedgerow Policy

RESOLVED DL/KC (Unanimous)

That consideration of the Hedgerow Policy be deferred to the next Policy and Finance Committee meeting and a list/map of the Council's hedgerows be included in the policy.

PF/90 d) Data Breach Policy

Councillor Hepworth left the meeting at 7:57pm

Councillor Hepworth rejoined the meeting at 7:59pm

RECOMMENDED RO/IMM (Unanimous)

That the Data Breach Policy, as amended to state that it replaces the Data Breach Policy adopted on the 17th June 2019, be adopted.

PF/91 e) Freedom of Information Policy

RECOMMENDED RO/KC (Unanimous)

That the Freedom of Information Policy, as amended to state that the policy will be reviewed annually, be adopted.

PF/92 BUTTERCROSS NON-DOMESTIC RATES

RESOLVED RO/MT (Unanimous)

That:-

- a) the new Buttercross ratable value of £1 and savings of £29,402.75 be noted.
- b) the savings of £29,402.75 made be placed in an earmarked reserve for Non-Domestic Rates.

PF/93 RESIDENTIAL RENTAL

RECOMMENDED GG/IMM (5:2:1)

That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.

PF/94 RESOLVED RO/KC (Unanimous)

That a Residential Rental Task and Finish Group be set up.

PF/95 RESOLVED RO/KC (Unanimous)

That the membership of the Residential Rental Task and Finish Working Group be made up of Councillors Childs, Ginger, Hepworth and Owen.

PF/96 LANARK VISIT

RESOLVED GG/KC (Unanimous)

To approve written notification to Ludlow's Town Crier of the committee's acceptance of the invitation from Lanark, South Lanarkshire, Scotland to welcome Ludlow's Town Crier, and that the visit will take place at no cost to Ludlow Town Council.

PF/97 CLIMATE ACTION TASK AND FINISH GROUP

RESOLVED KC/IMM (7:0:1)

That:-

- a) the minutes of the Climate Action Task and Finish Group meeting held on the 21st August 2025 be received.
- b) the Climate Action Task and Finish Group recommendation, to spend £45.00 for a large scale (A0) professionally printed map of the parish or Ludlow to be annotated with the existing green areas to help bring the idea of nature corridors to life for residents to increase participation in planting insect friendly plants be approved.

PF/98 STANDING ORDERS

RESOLVED RO/JH (6:1:1)

That Standing Orders be suspended.

PF/99 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED RO/JH (6:0:2)

That the Council's CCLA and Barclays bank account interest rates from 2023 to present be brought to the next Policy and Finance Committee meeting.

PF/100 STANDING ORDERS

RESOLVED RO/DL (Unanimous)

That Standing Order be reinstated.

PF/101 RESOLVED RO/KC (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statements for June and July 2025, be noted.

The meeting closed at 8.55pm

Chair

Date

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

Item 9

Items to Action

Policy & Finance Committee

Items to Action

Minute No.	Resolution	Action	Status	Date
DA/PF/26/07/21/23 26/07/21	<u>BARCLAYS.NET</u>	Open bank account	Done	07/05/25
	<u>RECOMMENDED (Unanimous) GG/PA</u>	Set up new account on Barclays.net		
	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.	Virement	Complete	02/08/21
	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).	Investigate payment options	Done	02/08/21
PF/140 28/11/22	c) To investigate other payments options with Barclays Bank.			
PF/140 28/11/22	<u>POLICY REVIEW</u>	Create template	Done	11/01/23
	a) <u>Proposals from Councillor Adams</u>	Set up electronic policy library		
	That:-			
	a) a standard format and style template be adopted for use by all Committees for their policies, protocols and procedure documents.			
	b) an electronic Policy Library be set up from a master list of such documents.			

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

PF/59	c) <u>Complaints Policies</u> That the review of the Complaints policies be deferred.	Defer until Communications Tash and Finish completed		
PF/79	<u>AGED DEBTORS</u> <u>RECOMMENDED GG/KC (Unanimous)</u> That invoice number 1139 for 30p owed by Craven Arms Memorials be written off.	Recommend to Full Council Raise credit note	Done	20/10/25
PF/80	<u>AGED DEBTORS</u> To write a letter to Futuresound requesting payment of outstanding invoice, and that in future years the Council invoices and receives full payment and a returnable £500.00 damage deposit in advance of the commencement of the event.	Chase debt Write a letter regarding future years	Email sent	18/09/25
PF/85	<u>ASSERTION 10</u> That:- a) the requirements to comply with Assertion 10 be noted. b) the following activities and workload to ensure compliance be approved: To source and deliver GDPR training for Councillors (budget 101/4009).	Councillor GDPR Training Review websites for compliance Create IT Policy	Ongoing	

	• Review all websites to ensure systems and processes maintain compliance with: ○ The Transparency Code for Smaller Authorities, ○ The Accessibility Regulations (Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018), ○ Accounts and Audit Regulations, ○ Web Content Accessibility Guidelines 2.2AA and ○ the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. • Develop an IT Policy to ensure full compliance.			
PF/86	<u>POLICY REVIEW</u> <u>c) Information and Data Protection Policy</u> <u>RECOMMENDED RO/DL (Unanimous)</u> That the Information and Data Protection Policy, as amended to state that the policy will be reviewed “annually” instead of “periodically”, be adopted.	Recommend Policy to Full Council Update and move to Adopted Policies Folder Circulate to Staff and Councillors	Done	20/10/25

PF/87	b) <u>Data Transparency Policy</u> <u>RECOMMENDED</u> RO/MT (Unanimous) That Data Transparency Policy be amended in include the publication of the quarterly income and expenditure reports and the earmarked reserves on the Council's website.	Recommend Policy to Full Council Update and move to Adopted Policies Folder Circulate to Staff and Councillors	Done	20/10/25
PF/88	b) <u>Data Transparency Policy</u> <u>RECOMMENDED</u> RO/DL (Unanimous) That the Data Transparency Policy, as amended, be adopted.	Recommend Policy to Full Council Update and move to Adopted Policies Folder Circulate to Staff and Councillors	Done	20/10/25
PF/90	d) <u>Data Breach Policy</u> <u>RECOMMENDED</u> RO/IMM (Unanimous) That the Data Breach Policy, as amended to state that it replaces the Data Breach Policy adopted on the 17th June 2019, be adopted.	Recommend Policy to Full Council Update and move to Adopted Policies Folder Circulate to Staff and Councillors	Done	20/10/25
PF/91	e) <u>Freedom of Information Policy</u>	Recommend Policy to Full Council	Done	20/10/25

	<u>RECOMMENDED RO/KC (Unanimous)</u> That the Freedom of Information Policy, as amended to state that the policy will be reviewed annually, be adopted.	Update and move to Adopted Policies Folder Circulate to Staff and Councillors		
PF/92	<u>BUTTERCROSS NON-DOMESTIC RATES</u> That:- a) the new Buttercross ratable value of £1 and savings of £29,402.75 be noted. b) the savings of £29,402.75 made be placed in an earmarked reserve for Non-Domestic Rates.	Set up EMR		
PF/93	<u>RESIDENTIAL RENTAL</u> <u>RECOMMENDED GG/IMM (5:2:1)</u> That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.	Recommend to Full Council Write a letter to tenants	Done	20/10/25
PF/94	<u>RESIDENTIAL RENTAL</u> That a Residential Rental Task and Finish Group be set up. That the membership of the Residential	Call the first meeting of the Residential Rental Task and Finish Group		

	Rental Task and Finish Working Group be made up of Councillors Childs, Ginger, Hepworth and Owen.			
PF/96	<u>LANARK VISIT</u> To approve written notification to Ludlow's Town Crier of the committee's acceptance of the invitation from Lanark, South Lanarkshire, Scotland to welcome Ludlow's Town Crier, and that the visit will take place at no cost to Ludlow Town Council.	Write a letter	Done	02/09/25
PF/97	<u>CLIMATE ACTION TASK AND FINISH GROUP</u> That:- - the minutes of the Climate Action Task and Finish Group meeting held on the 21st August 2025 be received. - the Climate Action Task and Finish Group recommendation, to spend £45.00 for a large scale (A0) professionally printed map of the parish or Ludlow to be annotated with the existing green areas to help bring the idea of nature corridors to life for residents to increase participation in planting insect friendly plants be approved.	Purchase map		

PF/99	<u>CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT</u> That the Council's bank account interest rates from 2023 to present be brought to the next Policy and Finance Committee meeting.	Produce a report on interest rates	Done	13/10/25
PF/89	<u>c) Hedgerow Policy</u> That consideration of the Hedgerow Policy be deferred to the next Policy and Finance Committee meeting and a list/map of the Council's hedgerows be included in the policy.	Bring back to P&F Committee	Done	13/10/25
PF/81	<u>AGED DEBTORS</u> That the outstanding invoices relating to the Cemetery be pursued for payment including interest payable to be made within 30 days.	Pursue outstanding debts	Done	18/09/25
PF/57	<u>POLICY REVIEW</u> <u>a) Investment Policy</u> <u>RECOMMENDED RO/IMM (Unanimous)</u> That the Council maintain a balance of £150,000 in the current account and all	Recommend to Full Council Update CCLA Mandate Move Funds Create procedure	Done Done Done Done	28/05/25 27/08/25 23/09/25 13/10/25

	other funds be invested in the CCLA Public Sector Deposit Fund.			
PF/76	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 21 st July 2025, be approved as a correct record, and signed by the Chair.	Sign minute File minutes Put online	Done Done Done	01/09/25 03/09/25 05/09/25
PF/58	b) <u>Communications Policies</u> <u>RECOMMENDED RO/IMM (Unanimous)</u> That:- a) a Communications Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy. b) The Communications Policy Task and Finish Working Group membership be made up of Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott Bell.	Recommend to Full Council Call a meeting	Done Done	28/07/25 28/08/25
PF/60	<u>FINANCIAL INFORMATION</u> That following their approval by the Policy and Finance Committee the quarterly Income and Expenditure report be	Update website	Done	27/08/25

	published on the Council's website.			
PF/62	<u>CLIMATE ACTION TASK AND FINISH GROUP</u> <u>RECOMMENDED RO/IMM (Unanimous)</u> That:- a) the minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received. b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:- • That a meeting of the Ludlow Town Centre Planting Task & Finish Group be organised in September and put together a seasonal planting and tub maintenance strategy for 2025/26. This forum will allow us to begin pulling ideas together for the provision and maintenance of planting throughout Ludlow. • That a volunteer group named St Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day	Recommend to Full Council	Done	28/07/25

	to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc., spades forks and trowels to be brought by the person or loaned by the DLF. • That the updates made to the Climate Action Plan as listed above be approved.			
PF/61	<u>RESIDENTIAL RENTAL</u> That a local lettings agent be instructed to undertake an internal inspection of the residential rental property and recommend a rental value.	Undertake rental valuation	Done	01/09/25
PF/56	<u>INSURANCE</u> That the Council seek insurance quotations from BHIB Councils Insurance, Gallagher (AJG) and James Hallum Council Guard.	Seek Quotes	Done	22/08/25
PF/51	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 16th June 2025, be approved as a correct record,	Sign minute File minutes Put online	Done Done Done	21/07/25 23/07/25 22/08/25

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

	Taylor.			
PF/29 16/06/25	<u>Safeguarding – Children and Vulnerable Adults Protection Policy</u> <u>RECOMMENDED RO/KC (Unanimous)</u> That the Safeguarding – Children and Vulnerable Adults Protection Policy be amended at 4.2 to read: 4.2 Recruitment and Training • Disclosure and Barring Service (DBS) checks, will be conducted for all staff, and Councillors. • Disclosure and Barring Service (DBS) checks will be conducted for volunteers working with children, young people, or vulnerable adults. • Staff, councillors and volunteers will receive regular training on safeguarding policies and procedures.	Recommend Policy to Full Council	Done	23/06/25
		Update and move to Adopted Policies Folder	Done	27/06/25
		Circulate to Staff and Councillors	Done	27/06/25
PF/33 16/06/25	<u>Task and Finish Group Recommendations – 5th June 2025</u> <u>RECOMMENDED RO/DL (Unanimous)</u> That: a) the following actions be taken in preparation for Ludlow Green Festival: • Key information leaflets to be produced but only in a small number.	Recommend to Full Council	Done	23/06/25
		Update Climate Action Plan	Done	27/06/25
		Purchase items	Done	27/06/25

	• A QR code to be displayed linking to the information on our website. • Councillors who assist with 'manning' the stall will be provided with a script of information. • Councillors to be emailed asking for assistance in 'manning' the stall. • Councillor Lyle and Cowell will arrange obtaining free flower seeds to be given away. b) an expenditure for labels and seed envelopes (£3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat). Expenditure from budget code 101 4062 (climate action) which has a budget of £500 be approved. c) the following updates to be made to the Climate Action Plan: • Working Group to consider what criteria could be included in 4 – <i>We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process;</i> and 11 – <i>We will aim to ensure all contractors have a 'Zero to Landfill' policy which is regularly reviewed and updated.</i> • 20 – To approach Shropshire Council to ensure they have found alternatives to using toxic weedkillers throughout			
--	--	--	--	--

	the county. • 21 – The Deputy Town Clerk to progress the Hedgerow Maintenance and Management plan to be brought to the next Climate Action Task and Finish Group as a first draft document. • 22 – Could a DLF member be invited to a future meeting of the Climate Action Task and Finish Group to discuss? The Deputy Town Clerk to produce a draft document similar to a Toolbox Talk for the DLF. • 23 – The Deputy Town Clerk to confirm if Shropshire Council have been contacted regarding reducing non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow. • 24 – To consider before the next meeting ideas for a climate action award draft criterion. • 25 – To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included. • 26 – To recommend to Policy and Finance Committee that Ludlow Town Council facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend.			
--	--	--	--	--

	29 – Could we embrace the current volunteer interest in Ludlow and hold a volunteer day/morning (possibly a Saturday) at St Johns Gardens to begin interest in the site start tidying up the beds.			
PF/28 16/06/25	<u>Financial Regulations</u> <u>RECOMMENDED RO/MT (Unanimous)</u> That Financial Regulation paragraph 5.15. be amended to read: Individual purchases of goods or services (or series of payments for the same service) within an agreed budget for that type of expenditure may be authorised by: - the Clerk, under delegated authority, for any items below £2,500 excluding VAT. - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, for any items below £5,000 excluding VAT. - in respect of grants, Council within any limits set by the grant giving criteria, and in accordance with any policy statement agreed by the Council. - the Council for all items over £5,000; Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other	Recommend Policy to Full Council	Done	23/06/25
		Update and move to Adopted Policies Folder	Done	27/06/25
		Circulate to Staff and Councillors	Done	27/06/25
		Update Website	Done	27/06/25

	auditable evidence trail.			
PF/27 16/06/25	<u>POLICY REVIEW</u>	Recommend Policy to Full Council	Done	23/06/25
	<u>Financial Regulations</u>			
	<u>RECOMMENDED RO/MT (7:0:1)</u>	Update and move to Adopted Policies Folder	Done	27/06/25
	That:- Financial Regulation paragraph 6.6 be amended to read: For each financial year the RFO shall draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year. Financial Regulation paragraph 6.9 be amended to read: The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances: i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the Council], where the Clerk certifies that there is no dispute or other reason	Circulate to Staff and Councillors Update Website	Done Done	27/06/25 27/06/25

	to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee. ii. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee. iii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises. Financial Regulation paragraph 5.18 be amended to read: In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.			
PF/218 07/04/25	<u>POLICY REVIEW</u> <u>RECOMMENDED SW/EG (Unanimous)</u> That the Neonatal Care Leave Policy amendment to the Staff handbook and	Recommend Policy to Full Council Update and move to Adopted Policies Folder	Done Done	14/04/25 11/06/25

	new Contract of Employment, be adopted.	Circulate to Staff	Done	27/06/25
PF/10 16/06/25	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 7th April 2025, be approved as a correct record, and signed by the Chair.	Sign minute File minutes Put online	Done Done Done	16/06/25 18/06/25 24/06/25
PF/24 16/06/25	<u>Write Off Debt</u> <u>RECOMMENDED RO/DL (Unanimous)</u> That the Ludlow Pride organisation that incurred the debt are no longer in existence and that the debt in the sum of £45.00 plus VAT be written off.	Recommend to Full Council Write off debt	Done Done	23/06/25 25/06/25
PF/37 16/06/25	<u>Carried Forward Funds</u> <u>RECOMMENDED RO/MT (Unanimous)</u> That the carried forward funds from the 2024/25 budget into the 2025/26, as stated in the 4th Quarter Exceptions Report, be approved.	Recommend to Full Council Confirm all carried forwards are made	Done Done	23/06/25 25/06/25
PF/221	<u>NON-DOMESTIC RATES</u> That a virement of £549.00 be made from budget 501/4800 Contingency Fund to	Virement	Done	11/06/25

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

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

PF/205	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 24th February 2025, be approved as a correct record, and signed by the Chair.	Sign minute File minutes Put online	Done Done Done	07/04/25 09/04/25 09/04/25														
PF/193	<u>Transaction Fees Cost Centre</u> <u>RECOMMENDED BW/SW (Unanimous)</u> That a new cost centre (104) Transaction Fees be created and the following codes be moved from their current cost centre to:- <table><thead><tr><th>Old Code</th><th>New Code</th></tr></thead><tbody><tr><td>101/4058 – Bank Charges</td><td>104/4058</td></tr><tr><td>119/4523 – Buttercross Card Payment Fees</td><td>104/4523</td></tr><tr><td>201/4327 – PayPal Commission Charge</td><td>104/4327</td></tr><tr><td>201/4524 – Market Card Payment Fees</td><td>104/4524</td></tr><tr><td>411/4075 – Linney Parking Meter Fees</td><td>104/4075</td></tr><tr><td>New code – Guildhall Card Payment Fees</td><td></td></tr></tbody></table>	Old Code	New Code	101/4058 – Bank Charges	104/4058	119/4523 – Buttercross Card Payment Fees	104/4523	201/4327 – PayPal Commission Charge	104/4327	201/4524 – Market Card Payment Fees	104/4524	411/4075 – Linney Parking Meter Fees	104/4075	New code – Guildhall Card Payment Fees		Recommend Policy to Full Council Create Cost Centre and move Budget Codes	Done Done	03/03/25 09/04/25
Old Code	New Code																	
101/4058 – Bank Charges	104/4058																	
119/4523 – Buttercross Card Payment Fees	104/4523																	
201/4327 – PayPal Commission Charge	104/4327																	
201/4524 – Market Card Payment Fees	104/4524																	
411/4075 – Linney Parking Meter Fees	104/4075																	
New code – Guildhall Card Payment Fees																		
PF/192	<u>BUDGETS</u> <u>Combining of Budgets</u>	Recommend Policy to Full Council	Done	03/03/25														

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

Items 10a

Payments & Income – August 2025

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,395,934.23					1,395,934.23	
	Banked: 01/08/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/08/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 01/08/2025	165.17						
	SumUp	-2.83			4524	104	-2.83	Mkt Card Payment Fee
	Market Rents	168.00			1038	201	168.00	Market Rents - 31/07/25
	Banked: 01/08/2025	51.00						
	The Professional Fundraiser	51.00			1018	101	51.00	Street Trading Permit No. 900
	Banked: 01/08/2025	50.00						
	Linney Parking Meter	50.00		8.33	1075	411	41.67	Linney Parking Meter 01/08/25
	Banked: 02/08/2025	50.00						
	Linney Parking Meter	50.00		8.33	1075	411	41.67	Linney Parking Meter 02/08/25
	Banked: 03/08/2025	72.00						
	Linney Parking Meter	72.00		12.00	1075	411	60.00	Linney Parking Meter 03/08/25
	Banked: 04/08/2025	899.00						
	Sales Recpts Page 765	899.00	899.00		101			Sales Recpts Page 765
	Banked: 04/08/2025	1,785.00						
6	Income Cashbook	1,785.00			205		1,785.00	Income
	Banked: 04/08/2025	14,112.65						
	Shropshire Council	14,112.65			4011	119	14,112.65	BX Rates Refund
	Banked: 04/08/2025	30.68						
	SumUp	-0.52			4523	104	-0.52	BX Card Payment Fee
	BX Museum Tickets	23.00			1006	119	23.00	BX Museum Tickets - 02/08/25
	BX Museum Tickets	8.20			1006	119	8.20	BX Museum Tickets - 01/08/25
	Banked: 04/08/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 04/08/25
	Banked: 05/08/2025	1,097.15						
	SumUp	-18.85			4524	104	-18.85	Mkt Card Payment Fee
	Market Rents	575.00			1020	201	575.00	Market Rents - 01/08/25
	Market Rents	541.00			1020	201	541.00	Market Rents - 02/08/25
	Banked: 05/08/2025	117.47						
	SumUp	-2.03			4524	104	-2.03	Mkt Card Payment Fee
	Market Rents	119.50			1020	201	119.50	Market Rents - 04/08/25
	Banked: 05/08/2025	22.00						
	Linney Parking Meter	22.00		3.67	1075	411	18.33	Linney Parking Meter 05/08/25
	Banked: 06/08/2025	289.00						
	Sales Recpts Page 763	289.00	289.00		101			Sales Recpts Page 763

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 07/08/2025	675.00						
5	Income Cashbook	675.00			205		675.00	Income
	Banked: 07/08/2025	315.61						
	SumUp	-5.39			4524	104	-5.39	Mkt Card Payment Fee
	Market Rents	321.00			1020	201	321.00	Market Rents - 06/08/25
	Banked: 07/08/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 07/08/25
	Banked: 08/08/2025	118.95						
	SumUp	-2.05			4524	104	-2.05	Mkt Card Payment Fee
	Market Rents	121.00			1038	201	121.00	Market Rents - 07/08/25
	Banked: 08/08/2025	34.00						
	Linney Parking Meter	34.00		5.67	1075	411	28.33	Linney Parking Meter 08/08/25
	Banked: 09/08/2025	68.00						
	Linney Parking Meter	68.00		11.33	1075	411	56.67	Linney Parking Meter 09/08/25
	Banked: 10/08/2025	82.00						
	Linney Parking Meter	82.00		13.67	1075	411	68.33	Linney Parking Meter 10/08/25
	Banked: 11/08/2025	8,584.12						
	HMRC	8,584.12			105		8,584.12	VAT Repay
	Banked: 11/08/2025	70.41						
	SumUp	-1.19			4523	104	-1.19	BX Card Payment Fee
	BX Museum Tickets	16.40			1006	119	16.40	BX Museum Tickets - 08/08/25
	BX Museum Tickets	21.60			1006	119	21.60	BX Museum Tickets - 09/08/25
	BX Museum Tickets	33.60			1006	119	33.60	BX Museum Tickets - 10/08/25
	Banked: 11/08/2025	1,316.86						
	SumUp	-22.64			4524	104	-22.64	Mkt Card Payment Fee
	Market Rents	545.00			1020	201	545.00	Market Rents - 08/08/25
	Market Rents	504.00			1020	201	504.00	Market Rents - 09/08/25
	Market Rents	290.50			1037	201	290.50	Market Rents - 10/08/25 C&C
	Banked: 11/08/2025	98.00						
	Linney Parking Meter	98.00		16.33	1075	411	81.67	Linney Parking Meter 11/08/25
	Banked: 12/08/2025	218.73						
	SumUp	-3.77			4524	104	-3.77	Mkt Card Payment Fee
	Market Rents	222.50			1020	201	222.50	Market Rents - 11/08/25
	Banked: 12/08/2025	60.00						
	Linney Parking Meter	60.00		10.00	1075	411	50.00	Linney Parking Meter 12/08/25
	Banked: 13/08/2025	50.00						
	Linney Parking Meter	50.00		8.33	1075	411	41.67	Linney Parking Meter 13/08/25
	Banked: 14/08/2025	2,685.00						
4	Income Cashbook	2,685.00			205		2,685.00	Income

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 14/08/2025	352.97						
	SumUp	-6.03			4524	104	-6.03	Mkt Card Payment Fee
	Market Rents	359.00			1020	201	359.00	Market Rents - 13/08/25
	Banked: 14/08/2025	86.00						
	Linney Parking Meter	86.00		14.33	1075	411	71.67	Linney Parking Meter 14/08/25
	Banked: 15/08/2025	69.00						
	The Professional Fundraiser	69.00			1018	101	69.00	Street Trading Permit No. 903
	Banked: 15/08/2025	64.00						
	Linney Parking Meter	64.00		10.67	1075	411	53.33	Linney Parking Meter 15/08/25
	Banked: 16/08/2025	72.00						
	Linney Parking Meter	72.00		12.00	1075	411	60.00	Linney Parking Meter 16/08/25
	Banked: 17/08/2025	74.00						
	Linney Parking Meter	74.00		12.33	1075	411	61.67	Linney Parking Meter 17/08/25
	Banked: 18/08/2025	73.93						
	SumUp	-1.27			4523	104	-1.27	BX Card Payment Fee
	BX Museum Tickets	33.00			1006	119	33.00	BX Museum Tickets - 15/08/25
	BX Museum Tickets	42.20			1006	119	42.20	BX Museum Tickets - 16/08/25
	Banked: 18/08/2025	924.37						
	SumUp	-15.88			4524	104	-15.88	Mkt Card Payment Fee
	Market Rents	462.00			1020	201	462.00	Market Rents - 15/08/25
	Market Rents	478.25			1020	201	478.25	Market Rents - 16/08/25
	Banked: 18/08/2025	90.00						
	Linney Parking Meter	90.00		15.00	1075	411	75.00	Linney Parking Meter 18/08/25
	Banked: 19/08/2025	170.55						
	SumUp	-2.95			4524	104	-2.95	Mkt Card Payment Fee
	Market Rents	173.50			1020	201	173.50	Market Rents - 18/08/25
	Banked: 19/08/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 19/08/25
	Banked: 20/08/2025	2,265.00						
3	Income Cashbook	2,265.00			205		2,265.00	Income
	Banked: 20/08/2025	52.00						
	Linney Parking Meter	52.00		8.67	1075	411	43.33	Linney Parking Meter 20/08/25
	Banked: 21/08/2025	326.00						
2	Income Cashbook	326.00			205		326.00	Income
	Banked: 21/08/2025	131.00						
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - Gilchrist GG/8/209
	Banked: 21/08/2025	379.99						
	SumUp	-6.51			4524	104	-6.51	Mkt Card Payment Fee
	Market Rents	386.50			1020	201	386.50	Market Rents - 20/08/25

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 21/08/2025	48.00						
	Linney Parking Meter	48.00		8.00	1075	411	40.00	Linney Parking Meter 21/08/25
	Banked: 22/08/2025	1,735.26						
1	Pay Pal Market	1,735.26			202		1,735.26	PayPal
	Banked: 22/08/2025	115.02						
	SumUp	-1.98			4524	104	-1.98	Mkt Card Payment Fee
	Market Rents	117.00			1038	201	117.00	Market Rents - 21/08/25 F&C
	Banked: 22/08/2025	44.00						
	Linney Parking Meter	44.00		7.33	1075	411	36.67	Linney Parking Meter 22/08/25
	Banked: 23/08/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 23/08/25
	Banked: 25/08/2025	92.00						
	Linney Parking Meter	92.00		15.33	1075	411	76.67	Linney Parking Meter 25/08/25
	Banked: 26/08/2025	55.07						
	SumUp	-0.93			4523	104	-0.93	BX Card Payment Fee
	BX Museum Tickets	22.80			1006	119	22.80	BX Museum Tickets - 22/08/25
	BX Museum Tickets	18.80			1006	119	18.80	BX Museum Tickets - 23/08/25
	BX Museum Tickets	14.40			1006	119	14.40	BX Museum Tickets - 24/08/25
	Banked: 26/08/2025	1,584.51						
	SumUp	-27.24			4524	104	-27.24	Mkt Card Payment Fee
	Market Rents	623.50			1020	201	623.50	Market Rents - 22/08/25
	Market Rents	616.25			1020	201	616.25	Market Rents - 23/08/25
	Market Rents	256.00			1037	201	256.00	Market Rents - 24/08/25 C&C
	Market Rents	116.00			1020	201	116.00	Market Rents - 25/08/25
	Banked: 26/08/2025	64.00						
	Linney Parking Meter	64.00		10.67	1075	411	53.33	Linney Parking Meter 26/08/25
	Banked: 27/08/2025	52.00						
	Linney Parking Meter	52.00		8.67	1075	411	43.33	Linney Parking Meter 27/08/25
	Banked: 28/08/2025	3,145.00						
1	Income Cashbook	3,145.00			205		3,145.00	Income
	Banked: 28/08/2025	474.39						
	SumUp	-8.11			4524	104	-8.11	Mkt Card Payment Fee
	Market Rents	482.50			1020	201	482.50	Market Rents - 27/08/25
	Banked: 28/08/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 28/08/25
	Banked: 29/08/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 29/08/25
	Banked: 29/08/2025	369.27						
	Stripe	-9.23			4524	104	-9.23	Mkt Card Payment Fees
	Market Rents	378.50			1038	201	94.00	Market Rents - F&C

Receipts for Month 5				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>
					1037	201	40.00 Market Rents - Food Fest
					1037	201	244.50 Market Rents - C&C
Total Receipts for Month		48,445.79	1,188.00	262.66			46,995.13
Cashbook Totals		<u>1,444,380.02</u>	<u>1,188.00</u>	<u>262.66</u>			<u>1,442,929.36</u>

Date: 08/10/2025

Ludlow Town Council Current Year - 2025-26

Page: 6

Time: 11:49

Cashbook 1

User: LJ

Barclays Combined

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2025	Hands Together Ludlow	2549179169	220.00	220.00		501			Room Hire for Workshop
01/08/2025	Ryder Partnership Ltd	2549182225	318.00	318.00		501			DLF Chapter 8 Training
01/08/2025	Broxap Street Furniture	2549177983	1,560.00	1,560.00		501			Memorial Bench
01/08/2025	Working Together	3149729205	3,422.00	3,422.00		501			Mayor's Charity Donation 24/25
01/08/2025	Midlands Air Ambulance	2749206706	3,422.00	3,422.00		501			Mayor's Charity Donation 24/25
01/08/2025	LLanerch Arboriculture	2549181055	1,014.00	1,014.00		501			Tree Safety Insepection Report
01/08/2025	Huws Gray Ltd	2549179154	175.04	175.04		501			IK708424/Huws Gray Ltd
01/08/2025	Roundabout Stationery	2549181714	13.97	13.97		501			Stationery
01/08/2025	Steve Sankey	2549184945	175.00	175.00		501			Mill St Bus Stop Clean
01/08/2025	Cleveland Biotech Ltd	2549178008	106.85	106.85		501			Smithfield Urinal Dosing
01/08/2025	Assembly Rooms Ludlow	3149732549	5,000.00	5,000.00		501			Assembly Rooms Grant 25/26
01/08/2025	GoCustom Clothing	2549181048	455.16	455.16		501			DLF Workwear
01/08/2025	imagin products	2549179174	12.84	12.84		501			Staff ID Card
01/08/2025	TFM Farm & Country Superstore	2549184987	171.14	171.14		501			SIN7980271/TFM Farm & Country
01/08/2025	Ludlow Homecare Ltd	2549179161	577.39	577.39		501			Homecare Items
01/08/2025	Geldards LLP	3149729084	1,776.00	1,776.00		501			Legal Advice - Churchyard Wall
01/08/2025	Mr Simon Link	3049540849	695.00	695.00		501			Grave Dig - MJ Crump K/8/1764
01/08/2025	Assembly Rooms Ludlow	3149732260	5,000.00	5,000.00		501			VIC Grant 25/26
01/08/2025	James Bridge	2749206909	1,365.00	1,365.00		501			GH Electrical Works
01/08/2025	Menai Foam and Board Limited	2549181945	687.40	687.40		501			Toilet Cleaning Supplies
01/08/2025	Vision ICT Ltd	2549184334	456.00	456.00		501			Email Hosting 2025/26
01/08/2025	Travis Perkins Trading Co Ltd	2549185163	164.58	164.58		501			Fence Post/Timber/Postcrete
01/08/2025	Unicorn Fire & Safety Solution	3149728003	3,600.00	3,600.00		501			Fire Risk Assessment & Report
01/08/2025	John Pope	3049541092	417.00	417.00		501			Mayor's Board Updating
01/08/2025	Shropshire Association of Loca	2549184447	100.00	100.00		501			Fundamentals for Cllrs - RO
01/08/2025	Flowbird Smart City UK Limited	2549183574	194.64	194.64		501			Linney Card Payment Fees
01/08/2025	Richard Morgan IT Services	3049576685	100.00	100.00		501			GH Portable Air Conditioner
01/08/2025	Morris, Bufton & Co Ltd	2549180412	198.97	198.97		501			Repirs to Fleming Topper
01/08/2025	JPS	2549181031	62.94	62.94		501			Xmas Lights - Wire Rope
01/08/2025	Society of Local Council Clerk	2549184960	475.00	475.00		501			Membership Fee - 25/26
01/08/2025	National Association of Local	2549181689	42.00	42.00		501			Art of Communication Course GW
01/08/2025	Cariads Local limited	2549178341	39.60	39.60		501			Mkt Advert Local Ludlow Aug 25
01/08/2025	Trevor Brooke Grab Services Lt	2549183634	288.00	288.00		501			Depot Green Waste Collection
01/08/2025	Visit Shropshire	3049558578	1,800.00	1,800.00		501			Visit Shropshire Membership
01/08/2025	Society of Local Council Clerk	2549184374	312.00	312.00		501			National Conference 25 - GW

Continued on Page 7

Date: 08/10/2025

Ludlow Town Council Current Year - 2025-26

Page: 7

Time: 11:49

Cashbook 1

User: LJ

Barclays Combined

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2025	Matthew Lloyd Design	3049957592	493.20	493.20		501			BX Graphics Supply?Install
01/08/2025	North Shropshire Scaffolding	2549181968	655.20	655.20		501			24/25/North Shropshire Scaffol
01/08/2025	Links Electrical Supplies Ltd	2549181070	71.24	71.24		501			GH Electric Repairs Credit
01/08/2025	L Fensome Groundworks	2549178355	1,044.00	1,044.00		501			Grave Digging
01/08/2025	ASE Plumbing & Heating Supplie	3049544432	26.98	26.98		501			Smithfield Plumbing Supplies
01/08/2025	Assembly Rooms Ludlow	2549176137	360.00	360.00		501			Mkt Advertising LAR Brochure
01/08/2025	Shropshire Council	Std Ord	2,495.00			4011	201	2,495.00	NDR Market
01/08/2025	Shropshire Council	Std Ord	220.00			4011	401	220.00	NDR Cemetery
01/08/2025	Shropshire Council	Std Ord	636.00			4011	119	636.00	NDR Buttercross
01/08/2025	Shropshire Council	Std Ord	55.00			4011	411	55.00	NDR Linney Boat house
01/08/2025	TV Licence	Std Ord	15.00			4023	101	15.00	TV Licence
01/08/2025	Water Plus	1	57.40	57.40		501			BX Water - 2025/26
01/08/2025	Screwfix	2	38.59	38.59		501			Cordless Blower
01/08/2025	Credit	DDR	-636.00			4011	119	-636.00	Credit
04/08/2025	Barclays Bank	16	92.03	92.03		501			Bank Charges - Jun-Jul 25
05/08/2025	Mayor of Droitwich Charity Acc	0352761129	25.00	25.00		501			Droitwich Quiz Night - Deputy
05/08/2025	Menai Foam and Board Limited	2952392508	524.07	524.07		501			Toilet Cleaning Supplies
05/08/2025	Friends of Ludlow Museum	2952389746	89.00	89.00		501			BX Museum Merchandise
05/08/2025	Bewdley Town Council	0352765461	45.00	45.00		501			Bewdley Quiz Night x3 Tkts
05/08/2025	Mark Bishop Fire & Security	2952391471	564.00	564.00		501			GH Intruder/Fire Alarm
05/08/2025	JPS	2952391079	85.60	85.60		501			Cutting Disks & Wipes
05/08/2025	Goodman Nash Ltd	0352762979	7,529.82	7,529.82		501			BX Rate Challenge Fee 2023/26
05/08/2025	Hawksworth Valuations Ltd	0352793699	1,159.00	1,159.00		501			Town Silver/Regalia Valuation
05/08/2025	TFM Farm & Country Superstore	2952411540	251.88	251.88		501			SIN8036568/TFM Farm & Country
05/08/2025	Optima Health	0352793796	189.05	189.05		501			Staff Counselling Service25/26
05/08/2025	John Pope	2952391061	417.00	417.00		501			Mayor's Board Updating
05/08/2025	Geldards LLP	2952389669	10,105.40	10,105.40		501			Town Wall Legal Advice
05/08/2025	A Heiron	2952390997	180.00	180.00		501			Grave Dig - MJE Knill G/2/18
05/08/2025	McCartneys LLP	0352762467	96.00	96.00		501			Cem House - Rent Review
05/08/2025	ASE Plumbing & Heating Supplie	2952400618	40.07	40.07		501			Depot Tap and Pipe
05/08/2025	Beau Business Media Ltd	2952382911	162.00	162.00		501			Mkt Advertising - Coach Tour
05/08/2025	Derek Bufton	2952388763	1,140.00	1,140.00		501			Linney Replace Fencing
05/08/2025	Shropshire Council	2952392553	434.16	434.16		501			OccupationalHealth Contract/DH
05/08/2025	Russell Jones	0352767514	200.00	200.00		501			Seniors Entertainer Deposit
05/08/2025	Links Electrical Supplies Ltd	2952391276	107.42	107.42		501			GH Electrical Works

Continued on Page 8

Date: 08/10/2025

Ludlow Town Council Current Year - 2025-26

Page: 8

Time: 11:49

Cashbook 1

User: LJ

Barclays Combined

For Month No: 5

Payments for Month 5

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>
05/08/2025	Travis Perkins Trading Co Ltd	2952393077	72.77	72.77		501			Timber - Bench Repairs
05/08/2025	Mimi Hart	0352761760	50.00	50.00		501			VJ Event - Live Music
05/08/2025	Shropshire Association of Loca	2952392533	300.00	300.00		501			SALC Training
05/08/2025	RKS Plumbing & Heating Solutio	0352765451	172.80	172.80		501			Cem House Gas Inspection
05/08/2025	Print Resource	2952393024	34.93	34.93		501			Seed Envelope Labels
05/08/2025	Cemetery Fee Refund	0352762511	218.00	218.00		501			Refund - C Weight G/4/63A
05/08/2025	Housman Society Enterprises	0352761525	35.00	35.00		501			BX Museum Merchandise
05/08/2025	J B Roadshow Mobile Disco	2952391238	170.00	170.00		501			PA System VJ Day
05/08/2025	EvaStore Ltd	0352762366	115.26	115.26		501			Confidential Paper Shredding
05/08/2025	Border Engineering & Fabricati	2952382929	54.00	54.00		501			Xmas Lights - 100mx3mm Wire
05/08/2025	James Bridge	2952390534	1,295.00	1,295.00		501			692/25/James Bridge
05/08/2025	Ludlow Skip Hire	2952394497	354.00	354.00		501			Skip Hire - Depot
05/08/2025	Huws Gray Ltd	2952411314	153.37	153.37		501			Linney Postfix/Pothole Repair
05/08/2025	Border Computer Services Ltd	0352763726	46.95	46.95		501			Comms PC Repair
07/08/2025	Shropshire Council	Std Ord	1,035.00			4011	121	1,035.00	NDR Guildhall
07/08/2025	Waste Managed Ltd	3	300.35	300.35		501			Depot Waste Removal - Aug 25
13/08/2025	Barclaycard	BCARD	3,460.35			204		3,460.35	Barclaycard
14/08/2025	West Mercia Energy	18	2,376.73	2,376.73		501			Depot Electric Benefit 24/25
15/08/2025	AIB Merchant Services	19	64.12	64.12		501			Linney Parking Meter Fees
18/08/2025	Alphabet (UK) Ltd	4	403.19	403.19		501			Van Leasehire - LD23 TLT
18/08/2025	Alphabet (UK) Ltd	5	539.99	539.99		501			Van Leasehire - MJ73VZY
18/08/2025	Alphabet (UK) Ltd	6	539.99	539.99		501			Van Leasehire - MJ73 ZGH
18/08/2025	Plusnet plc	7	32.99	32.99		501			GH Broadband
19/08/2025	Water Plus	8	263.93	263.93		501			Castle St Toi Water - Jul 25
20/08/2025	Water Plus	9	42.93	42.93		501			GH Water - Jul 25
20/08/2025	Barclays Bank	20	8.50	8.50		501			Bank Charges - May-Jun
20/08/2025	Barclays Bank	DDR	0.01			4058	104	0.01	Bank Charges
20/08/2025	Allstar Business Solutions Ltd	26	9.60	9.60		501			Fuel Card - Monthly Fee
21/08/2025	Cheaper Waste Ltd	10	1,170.37	1,170.37		501			Mkt Waste Removal
22/08/2025	Water Plus	11	73.58	73.58		501			Mkt Water - Jul 25
22/08/2025	Ludlow Town Council Payroll	21	11,227.55	11,227.55		501			Payroll - Jul 25
22/08/2025	Ludlow Town Council Payroll	22	10,194.29	10,194.29		501			Payroll - Aug 25
22/08/2025	Ludlow Town Council Payroll	23	30,239.37	30,239.37		501			Payroll - Aug 25
26/08/2025	SCG Together	12	39.46	39.46		501			GH Telephone - Jul 25
26/08/2025	West Mercia Energy	17	127.70	127.70		501			Depot Electric - Jun 25
26/08/2025	EE Ltd	25	374.35	374.35		501			Mobile Phone Charges
27/08/2025	Siemens Financial Servcies Ltd	13	226.80	226.80		501			Photocopier Rental
27/08/2025	Alphabet (UK) Ltd	27	345.00	345.00		501			Vehicle Road Tax - MJ73 VZY

Continued on Page 9

Payments for Month 5					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>
27/08/2025	Alphabet (UK) Ltd	28	345.00	345.00		501			Vehicle Road Tax - MJ73 ZGH
28/08/2025	Water Plus	14	17.52	17.52		501			Linney Water - Jul-Aug 25
29/08/2025	Water Plus	15	25.13	25.13		501			Cem Water - Jul-Aug 25
29/08/2025	Ludlow Town Council Payroll	24	571.22	571.22		501			Payroll - Aug 25
Total Payments for Month			130,512.73	123,232.37	0.00			7,280.36	
Balance Carried Fwd			1,313,867.29						
Cashbook Totals			1,444,380.02	123,232.37	0.00			1,321,147.65	

Item 10b

Reconciliation – August 2025

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	31/08/2025	5	1,339,217.84
60664030 - Current Account	31/08/2025	5	1,000.00
			<u>1,340,217.84</u>

<u>Unpresented Payments (Minus)</u>	<u>Amount</u>
05/08/2025 0352761129 Mayor of Droitwich Charity Acc	25.00
05/08/2025 2952392508 Menai Foam and Board Limited	524.07
05/08/2025 2952389746 Friends of Ludlow Museum	89.00
05/08/2025 0352765461 Bewdley Town Council	45.00
05/08/2025 2952391471 Mark Bishop Fire & Security	564.00
05/08/2025 2952391079 JPS	85.60
05/08/2025 0352762979 Goodman Nash Ltd	7,529.82
05/08/2025 0352793699 Hawksworth Valuations Ltd	1,159.00
05/08/2025 2952411540 TFM Farm & Country Superstore	251.88
05/08/2025 0352793796 Optima Health	189.05
05/08/2025 2952391061 John Pope	417.00
05/08/2025 2952389669 Geldards LLP	10,105.40
05/08/2025 2952390997 A Heiron	180.00
05/08/2025 0352762467 McCartneys LLP	96.00
05/08/2025 2952400618 ASE Plumbing & Heating Supplie	40.07
05/08/2025 2952382911 Beau Business Media Ltd	162.00
05/08/2025 2952388763 Derek Bufton	1,140.00
05/08/2025 2952392553 Shropshire Council	434.16
05/08/2025 0352767514 Russell Jones	200.00
05/08/2025 2952391276 Links Electrical Supplies Ltd	107.42
05/08/2025 2952393077 Travis Perkins Trading Co Ltd	72.77
05/08/2025 0352761760 Mimi Hart	50.00
05/08/2025 2952392533 Shropshire Association of Loca	300.00
05/08/2025 0352765451 RKS Plumbing & Heating Solutio	172.80
05/08/2025 2952393024 Print Resource	34.93
05/08/2025 0352762511 Cemetery Fee Refund	218.00
05/08/2025 0352761525 Housman Society Enterprises	35.00
05/08/2025 2952391238 J B Roadshow Mobile Disco	170.00
05/08/2025 0352762366 EvaStore Ltd	115.26
05/08/2025 2952382929 Border Engineering & Fabricati	54.00
05/08/2025 2952390534 James Bridge	1,295.00
05/08/2025 2952394497 Ludlow Skip Hire	354.00
05/08/2025 2952411314 Huws Gray Ltd	153.37
05/08/2025 0352763726 Border Computer Services Ltd	46.95
	<u>26,416.55</u>
	1,313,801.29

Unpresented Receipts (Plus)

28/08/2025	24.00
29/08/2025	42.00

Date:02/10/2025

Ludlow Town Council Current Year - 2025-26

Page 2

Time: 15:50

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Barclays Combined

User: LJ

	<u>Amount</u>	<u>Balances</u>
		<u>66.00</u>
		1,313,867.29
Balance per Cash Book is :-		1,313,867.29
Difference is :-		0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10c

Barclaycard Payments, Income & Reconciliation – August 2025

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 13/08/2025	3,460.35						
BCARD	Barclays Combined	3,460.35			201		3,460.35	Barclaycard
Total Receipts for Month		3,460.35	0.00	0.00			3,460.35	
Balance Carried Fwd		39.28						
Cashbook Totals		3,499.63	0.00	0.00			3,499.63	

Date: 08/10/2025

Ludlow Town Council Current Year - 2025-26

Page: 2

Time: 11:50

Cashbook 5

User: LJ

Barclaycard

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			269.87					269.87	
19/06/2025	Go Fund Me Refund	1	20.00			4200	105	20.00	Go Fund Me Refund
19/06/2025	Shropshire Council	3	80.00		13.33	4227	201	66.67	Parking Permits - 18/06/25
19/06/2025	Correction	C1	-20.00			4200	105	-20.00	Correction
19/06/2025	Go Fund Me Refund	1C	-20.00			4200	105	-20.00	Go Fund Me Refund
20/06/2025	Shropshire Council	5	80.00		13.33	4227	201	66.67	Parking Permits - 19/06/25
20/06/2025	Amazon	4	22.02		3.67	4022	101	18.35	Keyboard Wrist Rest
21/06/2025	Shropshire Council	6	80.00		13.33	4227	201	66.67	Parking Permits - 21/06/25
22/06/2025	Shropshire Council	7	80.00		13.33	4227	201	66.67	Parking Permits - 21/06/25
23/06/2025	Shropshire Council	8	76.00		12.67	4227	201	63.33	Parking Permits - 22/06/25
24/06/2025	Shropshire Council	11	80.00		13.33	4227	201	66.67	Parking Permits - 23/06/25
25/06/2025	uCheck	13	35.90		2.40	4009	101	33.50	DBS Check - TC
25/06/2025	Ludlow Farm Shop	14	80.53			4202	105	80.53	MS Refreshments
26/06/2025	Start Traffic Ltd	18	101.66		16.94	4323	500	84.72	Traffic Signs x4
26/06/2025	Shropshire Council	19	80.00		13.33	4227	201	66.67	Parking Permits - 25/06/25
26/06/2025	uCheck	12	35.90		2.40	4009	101	33.50	DBS Check - LC
26/06/2025	uCheck	16	35.90		2.40	4009	101	33.50	DBS Check - KA
26/06/2025	uCheck	17	35.90		2.40	4009	101	33.50	DBS Check - SB
27/06/2025	Aldi Stores	22	63.03		7.56	4202	105	55.47	MS Refreshments
27/06/2025	Tesco	21	34.50			4202	105	34.50	MS Refreshments
27/06/2025	Shropshire Council	23	80.00		13.33	4227	201	66.67	Parking Permits - 26/06/25
27/06/2025	uCheck	15	35.90		2.40	4009	101	33.50	DBS Check - HJ
27/06/2025	Amazon	20	8.95		1.49	4026	101	7.46	Step Stool
28/06/2025	Shropshire Council	24	80.00		13.33	4227	201	66.67	Parking Permits - 27/06/25
29/06/2025	Shropshire Council	25	80.00		13.33	4227	201	66.67	Parking Permits - 28/06/25
30/06/2025	Start Traffic Ltd	26	42.92		7.15	4323	500	35.77	Pedestrian Cone Signage
30/06/2025	Shropshire Council	27	80.00		13.33	4227	201	66.67	Parking Permits - 29/06/25
01/07/2025	Shropshire Council	28	80.00		13.33	4227	201	66.67	Parking Permits - 30/06/25
02/07/2025	Ayra Group Ltd	31	97.52		16.25	4320	500	81.27	Fuel - LD23 TLT & Plant
02/07/2025	Ayra Group Ltd	30	69.35		11.56	4320	500	57.79	Fuel - Plant
03/07/2025	Tesco	33	9.50			4091	110	9.50	Shaping LivesGrant Ingredients
03/07/2025	Tesco	34	20.24			4091	110	20.24	Shaping LivesGrant Ingredients
03/07/2025	Shropshire Council	35	80.00		13.33	4227	201	66.67	Parking Permits - 02/07/25
04/07/2025	Shropshire Council	36	64.00		10.67	4227	201	53.33	Parking Permits - 03/07/25
05/07/2025	Shropshire Council	37	80.00		13.33	4227	201	66.67	Parking Permits - 04/07/25
06/07/2025	Shropshire Council	38	80.00		13.33	4227	201	66.67	Parking Permits -

Continued on Page 3

Payments for Month 5				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>
									05/07/25
07/07/2025	Microsoft 365 Family	40	104.99			4612	121	104.99	Microsoft 365 Family
08/07/2025	Shropshire Council	42	80.00		13.33	4227	201	66.67	Parking Permits - 07/07/25
10/07/2025	Shropshire Council	43	80.00		13.33	4227	201	66.67	Parking Permits - 09/07/25
11/07/2025	Tesco	44	26.59			4091	110	26.59	Shaping LivesGrant Ingredients
11/07/2025	Shropshire Council	45	80.00		13.33	4227	201	66.67	Parking Permits - 10/07/25
12/07/2025	Shropshire Council	46	80.00		13.33	4227	201	66.67	Parking Permits - 11/07/25
13/07/2025	Shropshire Council	49	80.00		13.33	4227	201	66.67	Parking Permits - 12/07/25
13/07/2025	Amazon	47	40.87		6.82	4026	101	34.05	GH Panic Alarm Button x4
13/07/2025	Amazon	48	19.98		3.33	4026	101	16.65	Digital Thermometer
13/07/2025	Adobe Systems Software Ireland	50	47.48			4023	101	47.48	Creative Cloud Subscription
15/07/2025	Amazon	51	55.80		9.32	4323	500	46.48	Solar Traffic Cone Lights x4
15/07/2025	Shropshire Council	52	68.00		11.33	4227	201	56.67	Parking Permits - 14/07/25
16/07/2025	Zapmap	54	44.01		7.34	4320	500	36.67	EV Charging
16/07/2025	Zoom Video Communications Inc.	53	15.59		2.60	4023	101	12.99	Zoom Monthly Subscription
17/07/2025	Shropshire Council	58	80.00		13.33	4227	201	66.67	Parking Permits - 16/07/25
17/07/2025	The Safety Supply Company Ltd	57	128.58		21.43	4323	500	107.15	Stop Lollipop Sign
17/07/2025	Lightbar UK Ltd	57	76.96		12.83	4323	500	64.13	LED Beacon
17/07/2025	Ayra Group Ltd	55	80.00		13.33	4320	500	66.67	Fuel - LD23 TLT
17/07/2025	Zapmap	56	39.19		6.53	4320	500	32.66	EV Charging
18/07/2025	Barclaycard	59	32.00			4058	104	32.00	Card Fee
Total Payments for Month			3,229.76	0.00	461.42			2,768.34	
Cashbook Totals			3,499.63	0.00	461.42			3,038.21	

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 5 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/08/2025	5	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
29/07/2025 4 Electric Vehicle Charging		39.28	
			<u>39.28</u>
			-39.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-39.28
		Balance per Cash Book is :-	-39.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10d

PayPal Payments, Income & Reconciliation – August 2025

Receipts for Month 5				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 :		1,737.64					1,737.64
Banked: 31/08/2025		348.50					
Market Rents		348.50			1038	201	198.00 Market Rents - F&C
					1037	201	70.50 Market Rents - C&C
					1037	201	80.00 Market Rents - Food Fest
Total Receipts for Month		348.50	0.00	0.00			348.50
Cashbook Totals		<u>2,086.14</u>	<u>0.00</u>	<u>0.00</u>			<u>2,086.14</u>

Payments for Month 5				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>
20/08/2025	Tipsy Truffles of Ludlow	DDR	36.00			1038	201	36.00	Market Rents Refund - F&C
22/08/2025	Barclays Combined	1	1,735.26			201		1,735.26	PayPal
31/08/2025	PayPal	DDR	14.88			4327	104	14.88	Commission Charge
Total Payments for Month			1,786.14	0.00	0.00			1,786.14	
Balance Carried Fwd			300.00						
Cashbook Totals			2,086.14	0.00	0.00			2,086.14	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/08/2025	5	300.00
			<u>300.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			300.00
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10e

Petty Cash Payments, Income & Reconciliation – August 2025

Receipts for Month 5				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 :	125.39					125.39	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>125.39</u>	<u>0.00</u>	<u>0.00</u>			<u>125.39</u>	

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2025	Councillor Refreshments	16	3.00			4017	101	3.00	Councillor Refreshments
04/08/2025	Spar	17	2.30			4032	101	2.30	Newspapers
18/08/2025	Spar	18	2.30			4032	101	2.30	Newspapers
20/08/2025	Timpson Ltd	19	22.50		3.75	4222	401	18.75	Cut Keys - Cem Padlock
21/08/2025	Specsavers	20	25.00			4064	102	25.00	Eye Test - JC
27/08/2025	VIC Overpayment Refund	22	0.70			101		0.70	Sales Recpts Page 771
28/08/2025	Savers	21	3.03		0.50	4319	303	2.53	BX Museum Cleaning Supplies
28/08/2025	Spar	23	2.30			4032	101	2.30	Newspapers
28/08/2025	Spar	24	6.60			4017	101	6.60	Councillor Refreshments
Total Payments for Month			67.73	0.00	4.25			63.48	
Balance Carried Fwd			57.66						
Cashbook Totals			125.39	0.00	4.25			121.14	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2025	5	57.66
			<u>57.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			57.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			57.66
		Balance per Cash Book is :-	57.66
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10f

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

Receipts for Month 5					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 :		847,532.42					847,532.42	
Banked: 04/08/2025		3,042.70						
	CCLA - PSDF	3,042.70			1196	101	3,042.70	Income Reinvested
Total Receipts for Month		3,042.70	0.00	0.00			3,042.70	
Cashbook Totals		<u>850,575.12</u>	<u>0.00</u>	<u>0.00</u>			<u>850,575.12</u>	

Payments for Month 5				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			850,575.12						
Cashbook Totals			850,575.12	0.00	0.00			850,575.12	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/08/2025	5	850,575.12
			<u>850,575.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			850,575.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			850,575.12
		Balance per Cash Book is :-	850,575.12
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10g

Income Payments, Income & Reconciliation – August 2025

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	301.14					301.14	
	Banked: 04/08/2025	1,519.05						
	A Siddon	11.00			1018	101	11.00	Street Trading Permit No. 901
	Market Rents	132.00			1038	201	132.00	Market Rents - 31/07/25 F&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 31/07/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 31/07/25
	Market Rents	318.50			1020	201	318.50	Market Rents - 01/08/25
	Electricity	16.50		2.75	1022	201	13.75	Electricity - 01/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 01/08/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 01/08/25
	Market Rents	610.00			1020	201	610.00	Market Rents - 02/08/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 02/08/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 02/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 02/08/25
	BX Museum Sales	18.30		3.05	1008	119	15.25	BX Museum Sales - 01/08/25
	BX Museum Tickets	38.60			1006	119	38.60	BX Museum Tickets - 01/08/25
	BX Museum Sales	7.95		1.32	1008	119	6.63	BX Museum Sales - 02/08/25
	BX Museum Donations	5.00			1007	119	5.00	BX Museum Donations - 02/08/25
	BX Museum Tickets	15.20			1006	119	15.20	BX Museum Tickets - 02/08/25
	Banked: 07/08/2025	895.40						
	Market Rents	140.00			1020	201	140.00	Market Rents - 04/08/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 04/08/25
	Parking Permits	56.00		9.33	1040	201	46.67	Parking Permits - 04/08/25
	Toilet Coin Boxes	143.40		23.90	1174	303	119.50	Toilet Coin Boxes - 06/08/25
	Market Rents	242.00			1020	201	242.00	Market Rents - 06/08/25
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 06/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 06/08/25
	Linney Parking Meter	204.00		34.00	1174	303	170.00	Linney Parking Meter 07/08/25
	Banked: 14/08/2025	2,674.35						
	Market Rents	134.00			1038	201	134.00	Market Rents - 07/08/25 F&C
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 07/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 07/08/25
	Market Rents	391.50			1020	201	391.50	Market Rents - 08/08/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 08/08/25
	Electricity	20.50		3.42	1022	201	17.08	Electricity - 08/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 08/08/25
	Market Rents	657.00			1020	201	657.00	Market Rents - 09/08/25
	BX Market Rents	20.00			1003	201	20.00	BX Market Rents - 09/08/25
	Electricity	25.50		4.25	1022	201	21.25	Electricity - 09/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 09/08/25
	Market Rents	7.00			1037	201	7.00	Market Rents - 10/08/25 C&C
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 10/08/25
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 10/08/25
	Market Rents	160.50			1020	201	160.50	Market Rents - 11/08/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 11/08/25
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 11/08/25
	Toilet Coin Boxes	177.60		29.60	1174	303	148.00	Toilet Coin Boxes - 13/08/25
	Linney Parking Meter	284.10		47.35	1075	411	236.75	Linney Parking Meter 14/08/25
	Market Rents	169.00			1020	201	169.00	Market Rents - 13/08/25

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Electricity	9.50		1.58	1022	201	7.92	Electricity - 13/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 13/08/25
	BX Museum Sales	11.40		1.90	1008	119	9.50	BX Museum Sales - 08/08/25
	BX Museum Donations	4.00			1007	119	4.00	BX Museum Donations - 08/08/25
	BX Museum Tickets	14.80			1006	119	14.80	BX Museum Tickets - 08/08/25
	BX Museum Donations	4.00			1007	119	4.00	BX Museum Donations - 09/08/25
	BX Museum Tickets	34.80			1006	119	34.80	BX Museum Tickets - 09/08/25
	BX Museum Sales	12.15		1.52	1008	119	10.63	BX Museum Sales - 10/08/25
	BX Museum Tickets	14.00			1006	119	14.00	BX Museum Tickets - 10/08/25
	Banked: 20/08/2025	2,603.53						
	Market Rents	474.50			1020	201	474.50	Market Rents - 15/08/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 15/08/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 15/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 15/08/25
	Market Rents	711.25			1020	201	711.25	Market Rents - 16/08/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 16/08/25
	Electricity	26.50		4.42	1022	201	22.08	Electricity - 16/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 16/08/25
	S Macmillan	195.00		32.50	1059	302	162.50	Castle Gardens Bench Plaque
	Market Rents	232.00			1020	201	232.00	Market Rents - 18/08/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 18/08/25
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 18/08/25
	Linney Parking Meter	234.15		39.03	1075	411	195.12	Linney Parking Meter 20/08/25
	Toilet Coin Boxes	171.55		28.59	1174	303	142.96	Toilet Coin Boxes - 20/08/25
	BX Museum Sales	11.50		1.92	1008	119	9.58	BX Museum Sales - 15/08/25
	BX Museum Tickets	12.60			1006	119	12.60	BX Museum Tickets - 15/08/25
	BX Museum Sales	22.15		3.69	1008	119	18.46	BX Museum Sales - 16/08/25
	BX Museum Donations	2.23			1007	119	2.23	BX Museum Donations - 16/08/25
	BX Museum Tickets	21.10			1006	119	21.10	BX Museum Tickets - 16/08/25
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - GC Price K/8/1758
	Banked: 28/08/2025	2,916.15						
	Market Rents	244.50			1020	201	244.50	Market Rents - 20/08/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 20/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 20/08/25
	Market Rents	229.00			1038	201	229.00	Market Rents - 21/08/25 F&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 21/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 21/08/25
	Market Rents	289.50			1020	201	289.50	Market Rents - 22/08/25
	BX Market Rents	38.00			1003	201	38.00	BX Market Rents - 22/08/25
	Electricity	14.00		2.33	1022	201	11.67	Electricity - 22/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 22/08/25
	Market Rents	591.75			1020	201	591.75	Market Rents - 23/08/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 23/08/25
	Electricity	24.50		4.08	1022	201	20.42	Electricity - 23/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 23/08/25
	Market Rents	105.00			1037	201	105.00	Market Rents - 24/08/25 C&C
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 24/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 24/08/25

Receipts for Month 5			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Market Rents	308.50			1020	201	308.50	Market Rents - 25/08/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 25/08/25
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 25/08/25
	Market Rents	165.50			1020	201	165.50	Market Rents - 27/08/25
	Electricity	16.50		2.75	1022	201	13.75	Electricity - 27/08/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 27/08/25
	Toilet Coin Boxes	131.85		21.98	1174	303	109.87	Toilet Coin Boxes - 27/08/25
	BX Museum Sales	7.70		1.28	1008	119	6.42	BX Museum Sales - 22/08/25
	BX Museum Tickets	19.20			1006	119	19.20	BX Museum Tickets - 22/08/25
	BX Museum Sales	2.75		0.46	1008	119	2.29	BX Museum Sales - 23/08/25
	BX Museum Tickets	24.40			1006	119	24.40	BX Museum Tickets - 23/08/25
	BX Museum Misc	4.30			1007	119	4.30	BX Museum Misc - 23/08/25
	BX Museum Sales	2.50		0.42	1008	119	2.08	BX Museum Sales - 24/08/25
	BX Museum Donations	2.10			1007	119	2.10	BX Museum Donations - 24/08/25
	BX Museum Tickets	38.40			1006	119	38.40	BX Museum Tickets - 24/08/25
	BX Museum Misc	2.20			1007	119	2.20	BX Museum Misc - 24/08/25
Total Receipts for Month		10,608.48	0.00	603.37			10,005.11	
Cashbook Totals		10,909.62	0.00	603.37			10,306.25	

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/08/2025	Barclays Combined	6	1,785.00			201		1,785.00	Income
07/08/2025	Barclays Combined	5	675.00			201		675.00	Income
14/08/2025	Barclays Combined	4	2,685.00			201		2,685.00	Income
20/08/2025	Barclays Combined	3	2,265.00			201		2,265.00	Income
21/08/2025	Barclays Combined	2	326.00			201		326.00	Income
28/08/2025	Barclays Combined	1	3,145.00			201		3,145.00	Income
Total Payments for Month			10,881.00	0.00	0.00			10,881.00	
Balance Carried Fwd			28.62						
Cashbook Totals			10,909.62	0.00	0.00			10,909.62	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	31/08/2025	5	28.62
			<u>28.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28.62
		Balance per Cash Book is :-	28.62
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10h

Electric Vehicle Charging Payments, Income & Reconciliation – August 2025

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		9.97					9.97	
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>9.97</u>	<u>0.00</u>	<u>0.00</u>			<u>9.97</u>	

Payments for Month 5				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		9.97						
	Cashbook Totals		9.97	0.00	0.00			9.97	

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025	5	9.97
			<u>9.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10i

Mayor's Charity Account Payments, Income & Reconciliation – July 2025

Receipts for Month 4					Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	4,233.10					4,233.10	
	Banked: 09/07/2025	2,728.67						
	Ludlow Mayor's Allowance	2,728.67			4000	101	2,728.67	Mayor's Allowance Donation
Total Receipts for Month		2,728.67	0.00	0.00			2,728.67	
Cashbook Totals		<u>6,961.77</u>	<u>0.00</u>	<u>0.00</u>			<u>6,961.77</u>	

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/07/2025	Barclays Bank	DDR	9.77			4008	101	9.77	Bank Charges
Total Payments for Month			9.77	0.00	0.00			9.77	
Balance Carried Fwd			6,952.00						
Cashbook Totals			6,961.77	0.00	0.00			6,961.77	

Date:12/09/2025

Mayor's Charity Account

Page 1

Time: 11:38

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/07/2025	4	6,952.00
			<u>6,952.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,952.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,952.00
		Balance per Cash Book is :-	6,952.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10i

Mayor's Charity Account Payments, Income & Reconciliation – August 2025

Receipts for Month 5				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 :	6,952.00					6,952.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>6,952.00</u>	<u>0.00</u>	<u>0.00</u>			<u>6,952.00</u>	

Payments for Month 5				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>
17/07/2025	Barclays Bank	DDR	9.23			4008	101	9.23	Bank Charges - Jun-Jul 25
Total Payments for Month			9.23	0.00	0.00			9.23	
Balance Carried Fwd			6,942.77						
Cashbook Totals			6,952.00	0.00	0.00			6,952.00	

Date:12/09/2025

Mayor's Charity Account

Page 1

Time: 11:43

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/08/2025	5	6,942.77
			<u>6,942.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,942.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,942.77
		Balance per Cash Book is :-	6,942.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10j

Mayor's Charity Account Income Payments, Income & Reconciliation – July 2025

Receipts for Month 4			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

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

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 10j

Mayor's Charity Account Income Payments, Income & Reconciliation – August 2025

Receipts for Month 5			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 5				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		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Date:12/09/2025

Mayor's Charity Account

Page 1

Time: 11:44

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 2 - Income

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/08/2025	5	0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 11a
Aged Debtors

Outstanding Balances by Month as at 01/09/2025

A/C Code	Customer Name	Balance	Sep 2025	Aug 2025	Jul 2025	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger							
CAM001	CRAVEN ARMS MEM	0.30	0.00	0.00	0.00	0.30	0.00
COC001	CHAMBER	914.00	914.00	0.00	0.00	0.00	0.00
FS001	FUTURE	1,086.36	0.00	0.00	0.00	1,086.36	0.00
PET001	PRODUCE	899.00	899.00	0.00	0.00	0.00	0.00
SCPARKS	SC	201.60	0.00	0.00	0.00	201.60	0.00
Total Sales Ledger No 1		3,101.26	1,813.00	0.00	0.00	1,288.26	0.00
TOTAL SALES LEDGER BALANCES		3,101.26	1,813.00	0.00	0.00	1,288.26	0.00

Item 11b
Aged Debtors - Report

Debtor	Invoice Date	Invoice No.	Invoice Amount	Description	Action Taken	Date
Ludlow Chamber of Trade and Commerce	05/09/2025	1204	£914.00	Whole Market Let - August Makers Markets		
Craven Arms Memorials	23/09/2024	1139	£131.00	Memorial Fee - Evans K/7/1719	Part Paid - 30p outstanding - Recommended to Oct Council to write off 30p	01/09/2025
Mr JM Cash	30/04/2025	CEM99	£218.00	Cem Fee - I/5/652	Paid - Payment received 24/04/25 miscoded to income budget instead of against invoice, coding corrected.	05/09/2025
Mr S Cooper	31/08/2025	CEM119	£25.00	Cem Fee - L/7/1441A	Paid	15/09/2025
Ms H Harwood	31/10/2024	CEM69	£511.00	Cem Fee - K/8/1765	Paid	18/09/2025
G Heiron Funerals	31/08/2025	CEM120	£937.00	Cem Fee - L/7/1441A	Paid	15/09/2025
Mr C Smith	31/01/2025	CEM80	£209.38	Cem Fee - GG/5/155B	Invoicing error, burial was a reopen, should not have charged for new plot. See invoice CEM82 £249.00 for full charge to reopen and grave dig. - Credit applied	05/09/2025
Futuresound	22/01/2025	1146	£1,086.36	Use of Castle Square		
Mrs K Johnson	31/08/2025	CEM121	£25.00	CEM Fee - F/7/1071	Paid	07/10/2025
M & B Cramp	10/07/2025	1190	£1,031.00	Whole Market Let - July 2025	Paid	15/07/2025
	31/08/2025	1198	£1,031.00	Whole Market Let - August 2025	Paid	11/09/2025
	05/09/2025	1199	£1,031.00	Whole Market Let - September 2025	Paid	11/09/2025
Local to Ludlow Produce Market	31/08/2025	1200	£899.00	Whole Market Let - August 2025	Paid	19/09/2025
	05/09/2025	1201	£899.00	Whole Market Let - September 2025		
Produce Market Parking	30/06/2025	1193	£80.00	Parking Permits - 12/06/25	Paid	04/09/2025
	30/06/2025	1194	£80.00	Parking Permits - 26/06/25	Paid	04/09/2025
	10/07/2025	1195	£80.00	Parking Permits - 10/07/25	Paid	04/09/2025
	24/07/2025	1197	£80.00	Parking Permits - 24/07/25	Paid	04/09/2025
	05/09/2025	1202	£80.00	Parking Permits - 14/08/25	Paid	25/09/2025
	05/09/2025	1203	£80.00	Parking Permits - 28/08/25	Paid	25/09/2025
	05/09/2025	1205	£320.00	Parking Permits - August Markers Markets	Paid	25/09/2025
Shropshire Council	17/01/2019	801	£201.60	Play Area Transfer - Legal Fees		
Mr W Hicks	12/05/2025	1188	£1,477.00	Memorial Bench	Paid - £1071.50 - Bench Application received in Mar 2025, fee paid in 25/26, honour 24/25 pricing, credit applied of £405.50	05/09/2025

Item 12a
Policy Review
Recruitment and Selection Policy

POLICY:	RECRUITMENT AND SELECTION POLICY
Policy number:	LTC / RS / 25 / v.3
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	Recruitment and Selection Policy – 26 th April 2016
Approved by:	Full Council
Approval date:	
Review due:	October 2028

1. Description

This procedure provides guidance to those involved in selecting staff on what Ludlow Town Council considers to be good practice.

The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities Policy. All selection processes must take place within the framework laid down by this policy.

All those involved in selecting candidates for jobs should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2. Purpose of this policy

The key aims of the Council's selection procedures are to maximise the effectiveness of the selection process;

- i) to ensure that selection practice is in accordance with the Council's Equal Opportunities Policy and with equal opportunities legislation;
- ii) to ensure that a consistent and fair approach is adopted across the Council in the recruitment and selection of staff.

3. Scope

This policy covers the recruitment and selection of all paid employees, full time, part time, permanent and temporary contracts, including internal recruitment.

4. Procedure - Elements in the Recruitment Process

4.1 Job description

The job description and the person specification (see 4.2 below) form the basis for the selection process.



These set out the basis of the advertisement, further particulars, short listing criteria, structure of the interview and final selection.

Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Town Clerk to clarify the essential elements of the job and to ensure that the components remain relevant; and shortlisting criteria will be drawn up.

The job description will be included in the further particulars.

4.2 *Person specification*

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up in reference to the summary of duties or job description the appointee will be required to undertake.

A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event of decisions being challenged by unsuccessful candidates.

Particular care should be taken to avoid indirect discrimination.

4.3 *Advertisements*

Posts will be advertised both internally and externally. All advertisements will be approved by the Town Clerk and conform to an agreed Council style.

The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualification and to demonstrate that the Council is an equal opportunities employer. The advertisement should be consistent with the person specification and the job description/summary of duties and all requirements stated should be justifiable and objective. If there is some flexibility available this should be stated - for example, that applications from part-time or job share candidates would be considered. The advertisement should not be too wordy as this reduces impact.

4.4 *Application Packs*

Following advertisement of a post the pack which is issued to enquirers will include a copy of the Job Advert, a flow chart showing the Staffing Structure, an application form, Job Description, Person Specification, the date of shortlisting and the statement 'If you do not hear from the Council by the X date please assume that you have not been successful in applying for this position and we thank you for your application'.

Further Particulars may be given to provide general information about the Council, its activities and about the particular post.

4.5 Applications

The Council uses application forms for recruitment in respect of all staff.

All potential applicants should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercise. The form is designed also to elicit essential information from candidates.

4.6 Shortlisting Process

As soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist of candidates to interview.

The shortlisting process is as follows:

1. Applications are received by deadline.
2. Original applications are only seen by the Senior Admin Assistant.
3. They are saved in a protected folder on the server.
4. Before the shortlisting process begins information such as – Name, Address, Contact details, Signature etc are redacted. These are not seen by the shortlisting panel.
5. Shortlisting is undertaken by each member of the panel individually. Applications are scored against the essential and desirable criteria listed within the job description and person specification.
6. Each criteria is given a score of 0,1, 2 or 3. With 0 being no score and 3 exceeding the expectation.
7. The scores are collated by a LTC officer (normally the Town Clerk) and each applicant is then given an overall score enabling the applicants to be listed in order of most suitable based on their application form and the information provided.
8. A discussion follows to ensure all members of the shortlisting panel are in agreement regarding the number of applicants, and which applicants, to be invited to interview.

The Shortlisting Panel will consist of the Town Clerk, Deputy Town Clerk, and where appropriate the DLF Supervisor, alongside as many of the Staffing Committee members are available.

Internal applicants can be scored during the shortlisting process, however, they are automatically interviewed for the vacancy.

Throughout the shortlisting process particular care should be taken to avoid both direct and indirect discrimination.

It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for *not* shortlisting candidates.

Ideally, no more than six candidates should be identified for interview although this number is at the discretion of the shortlisting panel.

Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following interview (see 4.7 below).

An example of the shortlisting composite sheet is shown in Appendix 1.

4.7 Interviews

The Interview Panel will comprise of no more than five people, one being the Town Clerk or Deputy Town Clerk (and the Direct Labour Force Supervisor where appropriate) and three/four Members from the Staffing Committee.

The aim of the interview is to ascertain who is the most suitable candidate for the job and to ensure that the candidates have a clear picture of what the post entails.

Before the interviews begin the Panel will establish at the outset the aspects of the candidate's qualifications and experience to be explored by each Panel member.

To ensure equity, all candidates should be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the Council's Equal Opportunities Policy. Panel members should be aware that asking the same question of all candidates does not necessarily ensure non-discrimination; the use to which answers are put may be discriminatory. It is, however, legitimate to ask questions about health where this seems relevant.

Note taking is essential at interviews to ensure that relevant information is not forgotten when assessing all the candidates at the end of the interviews. When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate/s.

Once a decision has been made on whom to appoint, the reasons for *not* offering the post to the other candidates should be recorded. This information is for the Council's own monitoring purposes and is essential for reference in the case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

4.8 Notification

An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the Town Clerk) and must be confirmed in writing by the Town Clerk.

Members of the Interview Panel are recommended not to enter into discussion with unsuccessful candidates but to refer them to the Town Clerk. Similarly, they should not enter into 'negotiations' with the successful candidate; this is the responsibility of the senior officer (normally the Town Clerk).

Where requested the Town Clerk shall offer candidates feedback on their application.

5. Legal

Equality Act 2010

6. Other relevant policies

Short Listing Criteria – Composite Sheet
Equal Opportunities Policy

Item 12b
Policy Review
Sexual Harassment Policy

POLICY:	SEXUAL HARASSMENT POLICY
Policy number:	SHP / 24 / v1
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	New policy
Approved by:	Full Council
Approval date:	28 th October 2024
Review due:	October 2025

1. Description

- 1.1. Ludlow Town Council is committed to providing an inclusive, supportive and safe environment for everyone who works here. This Policy applies to all employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers

2. Purpose of this Policy

- 2.1. The aim of this Policy is to prevent, respond to incidents that arise, and take action to effect long-term change by:
- educating all staff about sexual harassment and their role in developing a culture free from harassment.
 - fostering a working environment that supports the dignity and respect of all and is free from any form of discrimination, bullying, harassment, and violence, including gender-based violence.
 - where harassment does occur, providing a process and procedure for dealing with it to ensure it is properly managed.
 - capturing learning from what happened to help create an environment free from harassment.
 - monitoring our progress in achieving a workplace free from harassment; and
 - building continuous improvement into our culture.

3. Scope

- 3.1 Everyone has a part to play in being aware of, preventing and dealing with sexual harassment. This Policy sets out the expectations for the behaviour of our staff as well as what we can do to protect all staff from sexual harassment. It is supported by Councillors who are champions of this Policy.
- 3.2 We will not tolerate any form of sexual harassment in the workplace, will treat all incidents seriously and promptly investigate all allegations of sexual harassment. There is no time constraint around reporting an incident of sexual

harassment under this Policy or our Grievance and Disciplinary Policy and Procedure.

- 3.3 Sexual harassment will be treated as a disciplinary offence. Appropriate disciplinary action, including warnings and dismissal with or without notice in accordance with the staff Grievance and Disciplinary Policy and Procedure may be taken against any person who violates this Policy. There may also be circumstances where further training is mandated for individuals, teams or the whole organisation.
- 3.4 No one will be victimised for making a complaint of sexual harassment or for helping another person to make such a complaint. This means that anyone who makes such a complaint or who helps someone to make such a complaint, for example by giving evidence or information, will not be treated badly because of their actions. No one will be subject to disciplinary action or to any other detriment simply because their complaint is not upheld.
- 3.5 This Policy and the procedures outlined in it form part of eradicating the sexual and sexist harassment of all workers, and all other forms of gender-based violence.

4. What is Sexual Harassment?

- 4.1 Sexual harassment is prohibited under the Equality Act 2010. This act protects people against sexual harassment and harassment related to 'protected characteristics'. The protected characteristics that are covered by the Equality Act 2010 are:
- Age
 - Disability
 - Gender reassignment
 - Marriage or civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

The Equality Act 2010 also provides for protection against discrimination by association, which provides protection for people who are discriminated against because someone close to them falls under the definition of one of the protected characteristics.

- 4.2 From October 2024 the Worker Protection (Amendment of Equality Act 2010) Act 2023 strengthens the existing protection for workers against sexual harassment.
- 4.3 There is a duty on all employers to take responsible steps to prevent sexual harassment of employees in their course of employment.

- 4.4 Sexual Harassment occurs when a person is subjected to unwanted conduct of a sexual nature which has the purpose or the effect of:
- violating the person's dignity, or
 - creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
- 4.5 Unwanted conduct that has one of these effects can be harassment even if the effect was not intended. A single one-off event or a series of incidents can amount to sexual harassment. A person can be affected by sexual harassment even if the conduct is not targeted at them.
- 4.6 It is also unlawful to treat someone less favourably because they have either submitted a complaint of sexual harassment or have rejected such behaviour.
- 4.7 Anyone can be a victim of sexual harassment, regardless of their sex, sexual orientation or gender identity or that of the harasser. Sexual harassment may also occur between people of the same sex. We recognise that sexual harassment often arises as a form of violence against women and girls. Sexual harassment can also be a form of violence targeted at men and those with non-binary gender identities.
- 4.8 Sexual harassment is often a manifestation of power relationships and frequently occurs within unequal relationships in the workplace, for example between manager or supervisor and a more junior colleague, or a longstanding employee and a new joiner. It frequently arises as the result of sexism and power inequalities between women and men. In cases where sexual harassment is found to have occurred, such abuses of power will be taken into account in deciding what disciplinary action to take.
- 4.9 We also recognise that certain vulnerable or minority groups may be more at risk from sexual harassment. Where a person has more than one protected characteristic, this may increase the risk of them experiencing sexual harassment. This is because multiple categories of identity such as gender, race, sexuality, trans status, religion and disability can interact in ways that create complex systems of oppression and power which can result in harassment based on a combination of different aspects of a person's identity. We refer to this as intersectional harassment.
- 4.10 **What is 'unwanted conduct'?**
- 4.10.1 Unwanted conduct covers a wide range of behaviour which is unwanted or unwelcome.
- 4.10.2 Types of behaviours which constitute sexual harassment include, but are not limited to:
- Physical conduct:
 - Unwelcome physical contact including patting, pinching, stroking, kissing, hugging.

- Fondling, or inappropriate touching.
- Physical violence, including sexual assault and rape.
- The use of job-related threats or rewards to solicit sexual favours.
- Verbal conduct:-
 - Banter
 - Mimicry
 - Comments on a worker's appearance, age, private life, etc.
 - Sexual comments, stories, jokes or pranks
 - Sexual advances
 - Repeated and unwanted social invitations for dates or physical intimacy
 - Insults based on the sex of the worker
 - Condescending or paternalistic remarks
 - Sending/sharing sexually explicit messages/images (by any medium)
 - Coercion
 - Gaslighting (a form of covert emotional abuse)
- Non-verbal conduct
 - Display of sexually explicit or suggestive material or imagery
 - Graffiti
 - Acts affecting a person's surroundings
 - Posts or contact on social media
 - Sexually suggestive gestures
 - Facial expressions
 - Whistling
 - Leering
 - Predatory behaviour

The effect of such behaviour and whether it is unwanted should be considered from the point of view of the person who feels harassed (the "recipient").

- 4.11 There may be other sexual behaviour, which though not unwanted, is still inappropriate in the workplace (including in a place that may legally count as work such as at a work event or walking home). For example, engaging in a consensual sexual act in the workplace.
- 4.12 The following examples are intended to provide illustrations of the types of behaviours that will constitute sexual harassment. They are not exhaustive and there are many more examples of such behaviour. Importantly, sexual harassment can arise in various forms and to different degrees. As part of the review process for this Policy, we will ensure that the specific examples given in this Policy are updated so as to reflect the specific work environment in which our staff operate, taking account of the composition of our workforce and the types of work undertaken.
- 4.13 Certain types of harassment may be linked to more than one aspect of the recipient's identity. This is intersectional harassment. Examples that illustrate this are included here, but this Policy is not fully intersectional and must be

read with the Bullying and Harassment Policy for further guidance on other forms of discrimination.

- 4.14 Some forms of sexual harassment are clear violations of a person's dignity:
- Sexual harassment does not have to be targeted at one individual.
 - Sexual harassment does not have to be intentional.
 - It is not necessary for the recipient to say that they object to the behaviour for it to be unwanted.
 - There may be circumstances in which a course of conduct is not unwanted in the earlier stages, but at some point 'oversteps the mark' and becomes unwanted.
 - There may be circumstances where behaviour feels appropriate to those involved but causes concerns for others who may see or overhear it, even if nothing is targeted at them. This could still amount to sexual harassment in breach of this Policy.

5. When does this Policy apply?

- 5.1 This Policy will apply to any unwanted conduct that occurs in the course of a person's work and which takes place at their place of work, including in their home while working from home, on their commute, or at/while travelling to a place which is not their place of work if they are there for any reason related to their work, including for a work-related social event, business trip, training session or conference.

- 5.2 What if the alleged perpetrator is not a member of staff?

The sexual harassment of staff will not be tolerated, whether caused by those that work here or third parties including Councillors, members of the public, suppliers, clients or visitors to our premises. Any instance of work-related sexual harassment should be reported in line with this Policy, regardless of who the alleged perpetrator is.

6. Preventing Sexual Harassment

- 6.1 This section should be read in conjunction with the policies listed in section 18, the Health and Safety Policy is particularly relevant and other policies will provide context specific guidance. For instance, the Bullying and Harassment Policy should be consulted when alleged misconduct may incorporate intersectional discrimination.

- 6.2 As set out in section 4, sexual harassment can be more prevalent in certain environments, including where there are disparities in power between different groups of staff. This is often linked to women and men working at different levels of seniority within organisations, and includes power disparities as a result of disability, sexual orientation, gender identity, race and age. Women are the overwhelming majority of those who are sexually harassed at work. Disabled women, young women and LGBT workers experience even greater rates of sexual harassment. Women of colour frequently experience racialised sexual harassment.

7. Ludlow Town Council Duty of Care

7.1 The law imposes a duty of care on employers to provide a safe system of work for all staff. This includes a specific obligation to protect the health, safety and welfare of their staff and others who might be affected. In discharging this legal duty, we recognise that there are certain measures that can help to prevent sexual harassment in the workplace including ensuring that adequate measures are in place to tackle sexism and address inequality between women and men and people with non-binary identities, and ageism, and to prevent the conditions which cause and exacerbate high levels of stress. These include:

- **Good management practices** including anti-discrimination management practices, competent and respectful people management, awareness of the conditions that can allow sexual harassment to become prevalent and consistency in taking appropriate preventions and interventions (including prompt and unambiguous action to visibly demonstrate that concerns regarding sexual harassment will be taken seriously).
- **Risk assessments** that include consideration of factors that can increase the risk of sexual harassment including work-place stress, lone working, customer-facing duties, and lack of diversity and inclusion in the workforce.
- **Continuous awareness-raising** about the nature and impacts of sexual harassment, common reactions to sexual harassment and the requirement of respectful behaviour for all staff to create a culture free from harassment and identify and address incidents when they occur. Awareness of this Policy, a copy of which will be made available to all staff and Councillors and located on the Ludlow Town Council web page. A copy of which will also be provided to all new workers and Councillors on induction. The Policy will also be available, as appropriate, in translated versions for those whose first language is not English and in accessible formats such as easy read, braille, large print and sign language.
- **Appropriate and targeted training** on sexual harassment and about this Policy for all staff, including supervisors and managers at all levels of the organisation. It will include ally, role model and no-more bystander training to promote clarity about sexual harassment and the value of speaking out to raise concerns. The training is mandatory for all staff and will form part of the induction for new staff and staff receiving promotions or moving to new roles.
- **Reporting.** The Town Clerk will be the main contact for raising a concern or, in the Clerks absence the Deputy Town Clerk. The Chair of Staffing Committee and the Ludlow Town Mayor will also be part of the reporting line, particularly if the allegation of sexual misconduct is involving either the Town Clerk or Deputy Town Clerk. Staff must be able to feel confident and have a confidential discussion where they can raise concerns of their situation and be provided with information regarding how to take further action and what support is available.
- **Monitoring progress.** The Policy and our progress against the above objectives will be transparently reported on and discussed, including at the Staffing meeting, team meetings, and Full Council meetings.

- 7.2 This Policy is supported and championed by the senior management team and endorsed by Ludlow Town Councillors. They will be actively involved in promoting it, attending staff training and being vocal champions of the Policy.

8. Procedure

8.1 Responsibilities of Managers and Supervisors

- 8.1.1 All those with line management responsibility must ensure that all workers are aware of this Policy and understand their own, and the organisation's responsibilities. Targeted training on sexual harassment will be provided to all managers.
- 8.1.2 Managers and supervisors have a particular duty to ensure that, within their area of responsibility, everyone is treated with dignity and respect.
- 8.1.3 To discharge this duty Ludlow Town Council, must:
- Always challenge any unacceptable or questionable behaviour that they become aware of even if they are not directly affected.
 - Be aware of behaviour and language that can cause offence including jokes and banter, and if necessary, remind workers of the expected standards.
 - Respond to complaints of sexual harassment swiftly, sensitively and objectively using specified procedures as appropriate based on <https://www.acas.org.uk/sexual-harassment/handling-a-sexual-harassment-complaint>
 - The focus in dealing with complaints should be to understand what has happened and address that proportionately, including where this involves the employer acknowledging failing and accepting fault and blame where appropriate.
 - Deal directly with third party perpetrators such as members of the public, volunteers, visitors or contractors, outlining actions which may include withdrawing service, terminating a contract, banning from the premises if behaviour is not moderated.
 - Ensure that this Policy is followed.
- 8.1.4 All complaints of sexual harassment must be dealt with in accordance with the organisation's Sexual Harassment Policy, following guidelines and reporting paperwork.
- 8.1.5 In terms of their own behaviour, managers and supervisors are expected to be exemplars to others. Any inappropriate behaviour or response to such behaviour or abuse of a manager's positional power will serve to condone harassment and will be considered a serious breach of this Policy and be managed under the Disciplinary Policy.
- 8.1.6 A line manager's failure to actively implement this Policy within their area of responsibility, or to fail to deal with sexual harassment when they become aware of it, could constitute a breach of this Policy and their employment contract, and disciplinary action may be taken.

9. Sexual Harassment Reporting Officers

- 9.1 We recognise that it can be difficult for individuals to discuss or report sexual harassment, for example, if the individual's manager is the perpetrator or is aware of the harassment but has not taken action to stop it, the worker is reluctant or too embarrassed to raise the matter with their manager, or feels that their manager may lack the skills, knowledge or sensitivity to deal with complaints of sexual harassment.
- 9.2 We are committed to ensuring that such difficulties are overcome so that allegations of sexual harassment are raised and can be acted upon. To aid in this endeavour the Town Clerk and Deputy Town Clerk have been designated as the key officers to deal with complaints of sexual harassment and to offer advice to workers who believe that they or their colleagues have experienced sexual harassment. This will ensure that:
- empathetic assistance and support to workers with complaints of sexual harassment is provided.
 - the procedures for making a complaint and the potential outcomes are explained.
 - the main details of any complaint are established.
 - help is provided to the worker to decide what they want to do.
 - the complaint is passed to an appropriate manager for action if the worker decides to take the matter further.

A worker who makes any disclosure to the Town Clerk or Deputy Town Clerk about sexual harassment is under no obligation to take further action. Workers who have been sexually harassed are not obliged to refer their complaints to the Town Clerk or Deputy Town Clerk and any such disclosure is made voluntarily.

- 9.3 When information is shared with the Town Clerk or Deputy Town Clerk it will be kept confidential at that point (save in cases where there is a risk to health and safety and sharing with appropriate parties is considered necessary as explained above). The reporting officers will explain the possible next steps and what may happen next with information, the safeguards in place, who it is kept confidential from and the circumstances in which it may be shared.

10. Responsibilities of Staff

- 10.1 All staff have a responsibility to contribute to a respectful and productive working environment. This includes supporting and caring for their colleagues, customers and services users. All staff have a duty to assist in the creation of a safe working environment, where sexual harassment is not tolerated.
- 10.2 To discharge this duty, individual members of staff must:
- Ensure they understand what sexual harassment is.
 - Be aware of how their behaviour may affect others.
 - Challenge unacceptable behaviour wherever possible as long as it is safe to do so. Forms of intervention include calling out behaviour that is unacceptable when it happens and addressing the person who is

behaving inappropriately; taking steps to defuse the situation/redirect those involved; checking in with the recipient of the behaviour after it has taken place, assuring them that what occurred was not acceptable or reporting the matter to your line-manager.

- Report incidents of sexual harassment when witnessed and/or support recipients of sexual harassment in reporting it.
- Co-operate in investigations into alleged sexual harassment.

11. What should I do if I have sexually harassed someone or been accused of doing so?

- 11.1 If you have, or are concerned that you have, engaged in unwanted conduct of a sexual nature (intentionally or otherwise), you should take responsibility for your actions as soon as you can, as they may amount to sexual harassment. This is important as it may prevent the recipient of your behaviour from experiencing further trauma. For further advice, you should contact the Town Clerk or Deputy Town Clerk who will treat any information in accordance with paragraph 12.6.
- 11.2 If you have been questioned, accused, charged or prosecuted for a criminal offence (including one of sexual harassment, assault or rape) in relation to anything that has happened in a work context you must report this to us immediately.
- 11.2.1 This applies even if you deny the alleged conduct or do not consider the alleged conduct to be connected to work. A failure to report this could amount to gross misconduct in itself.
- 11.2.2 Alleged sexual harassment may be investigated by us under this process, our Disciplinary Policy or otherwise and could also amount to an act of misconduct/gross misconduct or otherwise result in your dismissal (including summary dismissal).
- 11.2.3 If, at any time, you are asked (verbally or in writing) by someone who considers your behaviour to amount to sexual harassment to stop, you must not persist in that behaviour. You should also report the incident to the Town Clerk or Deputy Town Clerk. In such circumstances, it is important that you reflect on your behaviour and the way in which it is perceived and experienced by others. Remember that everyone has the right to decide what behaviour is acceptable to them and to have their feelings respected by others. An authentic apology and genuine assurance that the behaviour will not be repeated may be enough to end the matter. However, in some cases a direct apology without a third party to facilitate may not be appropriate and advice from a Sexual Harassment Officer should be sought in advance. You should be sensitive to the reaction/potential reactions of the recipient. If the recipient refuses to accept your apology or is upset further by it, you should not persist in contacting them. You should also seek advice from the Town Clerk or Deputy Town Clerk.

11.3 What should I do if I am the recipient of unwanted conduct of a sexual nature?

- 11.3.1 You can report any concerns to your manager and/or the Town Clerk. In some cases, you may feel able to ask the perpetrator to stop the behaviour. If that is ineffective, or you do not feel able to do this, an informal discussion with a line-manager can be a useful way of talking through what has happened and deciding what further action you wish to take. Such discussions will be dealt with in confidence. However, if the harassment is of such a serious nature because of the high immediate risk to the safety of the complainant, or others with whom the perpetrator may come into contact, the employer may need to take further action (see paragraph 12.6.2).
- 11.3.2 Recipients of sexual harassment are encouraged to report any instances of sexual harassment, victimisation or discrimination experienced. Reporting is an important step in preventing the behaviour and is important to the recipient's ongoing health, safety and wellbeing, and will enable them to access appropriate guidance and support. However, we recognise that there may be many reasons that someone who has experienced sexual harassment may not report it and are committed to making it easier and less stressful to do so.

11.4 What should I do if I have witnessed unwanted conduct of a sexual nature?

- 11.4.1 You do not have to be the recipient or target of sexual harassment to raise a concern or make a complaint. If you see it happening or become aware of it, you should report it provided it is safe to do so and you feel able to do so. We recognise that past experience of sexual harassment may make this difficult. Your actions can be important in helping create a culture free from sexual harassment and ensuring that there are no bystanders. Tackling sexual harassment is everybody's responsibility. Those who have witnessed sexual harassment can use the reporting mechanisms outlined below.

12. Reporting Mechanisms

- 12.1 It is important that any concerns are reported as you may be the first to formally raise something that has been occurring for some time.
- 12.2 There are different ways in which you can report such behaviour. These different methods recognise that each individual who experiences sexual harassment will have different needs and might desire different outcomes. You should choose the reporting mechanism(s) that you feel most comfortable with.
- 12.3 The Town Council retains the right to investigate concerns that we become aware of even if these are based on anonymous reporting or complaints are withdrawn. Our ability to investigate and take action may be restricted in these circumstances, and we will act with respect and empathy towards any person who has raised a concern but no longer wishes to be involved in the process.



As an employer, we may still pursue matters if it is appropriate and proportionate to do so. This is important to ensure that we can tackle concerns about potential sexual harassment within the Town Council.

12.4 Reporting to the Town Clerk or Deputy Town Clerk

- 12.4.1 An informal discussion with the Town Clerk or Deputy Town Clerk can be a useful first step in talking about what has happened. See section 11.3 for details and confidentiality rules.
- 12.4.2 This may be followed by a formal report. There is no obligation to make a formal report, but as outlined below, for legal reasons, formal action to address specific incidents will normally only be taken once a formal report has been received.

12.5 Reporting to the Police

- 12.5.1 A person may also report concerns about sexual harassment to the police when they consider it appropriate to do so. Personal safety is paramount and where a person has any concerns about criminal behaviour we recommend reporting to the police. See sections 12.8.7 and 12.9.4 for more information on how this Policy can link to police matters.

12.6 Informal Reporting

- 12.6.1 If a person reports sexual harassment to a line-manager but does not want to take the matter any further, the individual receiving the complaint will keep in contact with them to periodically check whether the situation has improved.
- 12.6.2 Although the wishes of the complainant to keep the report on an informal footing will be adhered to wherever possible, there may be some circumstances where the harassment is of such a serious nature that Ludlow Town Council will need to take action because of the high immediate risk to the safety of the complainant, or others with whom the perpetrator may come into contact with. In such situations, the Town Council will put in place appropriate safeguards, such as instigating a formal investigation with suspension, or transfer of the alleged perpetrator, to prevent further harassment, or victimisation of the complainant.

12.7 Formal Reporting

- 12.7.1 If informal action does not stop the sexual harassment, or a formal report is made, a formal procedure will be initiated in line with the grievance process outlined in the Grievance Policy.
- 12.7.2 The process allows both the complainant and the person against whom the complaint is made the right to be accompanied by a trade union representative, or a colleague.

- 12.7.3 A person who believes that they have been sexually harassed and who decides, whether after discussions with a line-manager or not, to formally report it should, in the first instance, report the alleged act or acts to their line manager. If they do not feel that the line manager is an appropriate person, for example if the line manager is the person doing the harassment, the report should be made to the Town Clerk or Deputy Town Clerk. Where possible, the worker should set out in writing details of the complaint including dates and times of the alleged incident(s) and an account of the behaviour. They should also include what their desired outcome is; the Town Clerk or Deputy Town Clerk can support workers in establishing this.
- 12.7.4 All complaints will be handled and investigated in a timely and confidential manner. The complainant will be invited to a meeting with the person to whom the report is made within 5 working days of reporting the alleged act or acts. The worker will have the right to be accompanied at this meeting by a trade union representative or a work colleague or any other person of the complainant's choosing. Following this initial meeting, the Town Clerk or Deputy Town Clerk to whom the complaint is made will instigate an investigation.

12.8. The Investigation

- 12.8.1 At the outset of the investigation the position concerning confidentiality will be explained to participants before they take part. In practice, there will be a requirement for those giving evidence (including complainers and alleged perpetrators) to the investigation to keep what they have said in the process confidential (though they will be given details of those in the organisation that they can speak to for support). It will also be explained how the information they provide in the process may be used and shared in the future. While the sensitive nature of information will be respected and it will be managed accordingly, participants should understand that the information may be used as part of a subsequent HR process. For example, it could form part of a disciplinary investigation in which case the information would be shared with the alleged perpetrator. It may be that materials are ultimately used as evidence in legal proceedings which could be held in a public forum. Within the organisation, confidentiality will be maintained as far as possible, with information only being shared when appropriate. We may at times need to involve external agencies where a criminal offence may have been committed, or if maintaining confidentiality would pose a risk to the complainant or to others. In all other circumstances, breach of confidentiality may be a disciplinary offence.
- 12.8.2 Staff shall be guaranteed a fair and impartial hearing whether they are the complainant or the alleged perpetrator.
- 12.8.3 As a first stage in investigating the complaint, the Town Clerk or Deputy Town Clerk will arrange to interview separately the complainant, and the alleged perpetrator, both of whom may be accompanied by a trade union representative or work colleague. We recognise that the complainant may

prefer to talk to an investigator of the same sex, and this will be facilitated wherever possible.

- 12.8.4 Managing a complaint under this Policy will mirror the structure of any other Grievance Process while also recognising the unique issues and skillsets that may be needed to properly manage a sexual harassment complaint.
- 12.8.5 The appointed investigator will hold the same role as a grievance hearer. Their remit will be to:
- (i) investigate the complaint;
 - (ii) provide an outcome to the complainant; and
 - (iii) where appropriate make a recommendation as to whether the matter should be referred to a disciplinary process centred around the alleged perpetrator.
- 12.8.6 Our default approach is for the person investigating the concern to decide on the outcome for the complainant, because they will have a first-hand understanding of all of the information and will have spoken with all witnesses. This reduces the need for the person raising the concern to re-tell their story to multiple people and we hope will therefore minimise the need to re-open any past trauma. However, the person raising the complaint under this Policy will have the option of requesting that a separate person be appointed for stages (i) and (ii) above. That would create separation between the investigation stage and the decision making stage. The person raising the complaint should request this at the time of raising the complaint should they wish to build in that separation. We will then discuss the impact of that change in process with them and agree a final approach with the preference of the complainant being accommodated unless it would be unreasonable to do so.
- 12.8.7 As explained at (iii) above, one possible outcome could be that disciplinary action is recommended, in which case the investigation carried out under this Policy will form part of the disciplinary investigation. An independent panel of Staffing Committee members will always be appointed as Disciplinary Hearer. The Disciplinary Hearer will be responsible for satisfying themselves that a reasonable investigation has been carried out for the purpose of the disciplinary matter they are tasked with considering (that may be the same as, wider than, narrower than, or otherwise different from the complaint investigated under the Sexual Harassment Policy). In doing so, they may instruct the Sexual Harassment Investigator to carry out further investigation for the disciplinary process. A separate Disciplinary Investigator may be appointed to complete the disciplinary investigation (and that person will be able to rely on all materials contained in the sexual harassment investigation as far as appropriate). The Disciplinary Hearer may also carry out further investigation themselves. It is possible that in a sexual harassment matter a Disciplinary Hearer may wish to speak to certain witnesses including the person who raised the complaint first hand to gain a fuller understanding of their evidence. The Disciplinary Hearer will conduct a fair disciplinary process while remaining mindful of minimising the circumstances in which a complainant is required to re-tell their account as this may re-open past trauma.

- 12.8.6 A timeline for completion of the investigation will be set and communicated to the complainant, along with regular updates on progress. Should the timeline be subject to change, a clear explanation will be provided to the complainant by the investigator. We will also explain to recipients of sexual harassment when information may be shared with an alleged perpetrator to ensure that they are not surprised at any stage in the process.
- 12.8.7 If the sexual harassment constitutes a potential criminal offence, such as a sexual assault, indecent exposure, stalking and/or offensive communications, the investigator will provide the complainant with appropriate support should they wish to report the matter to the police. In such cases, we will liaise with the police regarding the investigation and any linked grievance and/or disciplinary processes and take advice on how to conduct a fair process. Where there is an ongoing risk of serious harm to an individual, the investigator will contact the police directly and inform the complainant that they have done so. We may choose to begin liaising with the police on an anonymous/no names basis for high level guidance where appropriate.
- 12.8.8 We also recognise that when a workplace matter is also the subject of potential criminal investigation, the alleged perpetrator may be seeking independent legal advice, and as part of that may be advised not to participate in the internal work process as this could impact upon criminal proceedings. We will not draw any adverse inference from any lack of participation in the process for this reason (i.e. we will not assume that a failure to respond suggests a person is guilty of wrongdoing). However, we may still need to progress matters and take a decision on next steps based on the information available.
- 12.8.9 We will ensure that the complainant, and the alleged perpetrator, are not required to work together while the complaint is under investigation. In a serious case, as a precautionary measure for the protection of the complainant or to prevent interference in the investigation, the alleged perpetrator may be suspended while investigation and any subsequent disciplinary procedures are undertaken. Such suspension will be for as short a time as possible, will be on full pay and will not amount to a disciplinary sanction.
- 12.8.10 At the end of the investigation, the Investigator will provide a detailed response in writing to the complainant specifying outcomes wherever appropriate. If the complaint is upheld, this will include details of the action taken to address the specific complaint and of any preventative or structural measures taken to safeguard against future incidents of a similar nature.
- 12.8.11 If the outcome of the complaint is that the matter will proceed to a disciplinary process, the complainant will have a right to know that this will be pursued under a disciplinary procedure. However, they will not have the right to know what the outcome of that procedure was or if any sanction has been imposed. We recognise that this can be incredibly frustrating. Some sanctions (for example, an exit from the organisation or apology) will be visible and this can help to reassure the complainant that action has been taken. Other sanctions

are "invisible" to others in the organisation (for example, a disciplinary warning or training requirement) and this can lead to concern that no action has been taken. In other situations, processes can be delayed (for example, to accommodate illness or hurdles in the investigation process). We wish to reassure all those involved that just because action cannot be seen does not mean steps are not being taken. As an employer the Town Council has a duty towards all employees and must respect the confidentiality expectations of staff who are the subject to disciplinary proceedings.

- 12.8.13 Where the complaint is not upheld or proceeds to a disciplinary process under which the outcome involves the alleged perpetrator remaining with the organisation, the disciplinary outcome will include the *option* of a facilitated reconciliation meeting, at which the perpetrator will be required to attend, and the complainant will have the option to attend at their discretion. Support will be made available to all parties involved. The aim will be to understand and rebuild professional relationships where possible, failing which to provide closure as far as possible and enable the organisation to learn and move forward. Mediation may also be offered to affected parties.

12.9 Outcome and Sanctions for Committing Sexual Harassment

- 12.9.1 In some cases the outcome of a complaint under this procedure may be an informal resolution, such as an apology or mediated discussion with the alleged perpetrator about how their behaviour is received, or that the matter is not found to amount to sexual harassment. If this is the case the information will be provided to the complainant and any alleged perpetrators. There will be support provided in dealing with the outcome.
- 12.9.2 If a complaint of sexual harassment is upheld, then it may progress to a disciplinary process. The sexual harassment investigation is likely to be the basis of that disciplinary investigation. The outcome of that disciplinary process could range from no sanction to a sanction including warnings and dismissal (with or without notice). These steps will be taken in accordance with the staff disciplinary procedure.
- 12.9.3 We also recognise that the standard of proof in a workplace matter is lower than that in a criminal matter. As such, it is possible for there to be different outcomes in different processes as a result of their different remit and scope.
- 12.9.4 Any decisions taken under this procedure do not preclude any person from pursuing a grievance in the usual way under the staff grievance procedures (though in some cases we may consider that it is appropriate for the matter to be addressed pursuant to this Policy rather than the grievance process where the concern relates to sexual harassment). An individual may also report the matter to the police if they believe that a criminal offence may have been committed (and they are not required to wait for the outcome of this process to do so).

12.10 Right of Appeal

12.10.1 The complainant has the right to appeal against the decision following the investigation within 5 working of receiving the decision from the Investigator.

12.10.2 Any appeal must be made in writing, stating the reasons for the appeal.

12.10.3 On receipt of an appeal, a meeting will be arranged with the Appeal Panel who have not previously been involved in the procedure, to consider the appeal. The complainant will be given the opportunity to put forward their case and explain why they are not satisfied with the outcome. The meeting may be adjourned by the person hearing the appeal, if it is considered necessary to undertake further investigation. The meeting will be reconvened as soon as possible.

12.10.4 The decision of the person hearing the appeal shall be final.

12.10.5 If disciplinary action is taken against an individual as a result of sexual harassment then they will have a right of appeal as set out in the Disciplinary Policy.

13. Protection from Victimisation

All workers shall be protected from intimidation, victimisation or discrimination for making a complaint of sexual harassment or for assisting in an investigation. Retaliating against a worker for complaining about or assisting in an investigation of sexual harassment is a disciplinary offence.

14. Management of legal disputes connected to sexual harassment

14.1 In the event of a legal dispute connected to sexual harassment, we commit to managing such matters appropriately, fairly and with empathy. We recognise that for some people, the formal court and tribunal process can re-open past trauma and cause harm. As such, we commit to always being open to the possibility of alternative dispute resolution and mediation (including judicial mediation) where this is requested by a person who alleges that they have been sexually harassed.

14.2 Where sensitive matters form part of proceedings we will always consider whether it is appropriate to apply to the court or tribunal for special orders restricting reporting or protecting anonymity of those involved. While these may not always be appropriate and will ultimately be a matter of determination for the relevant court or tribunal, we will approach any legal proceedings with this in mind to minimise the adverse impact on those who have raised concerns about sexual harassment.

14.3 In some cases, a sexual harassment dispute may be resolved by way of agreement. We also commit to not making any settlement agreement, COT3 or other resolution subject to an obligation that the affected individual will be

restricted from disclosing their experience of sexual harassment, for example by signing a non-disclosure agreement.

15. Review and Evaluation of this Policy

- 15.1 We are committed to ensuring that this Policy and all related procedures are effective in preventing sexual harassment and in dealing with incidents where they do occur. Essential to achieving this aim is adequate investment, and continuous review and evaluation.
- 15.2 If staff have concerns that this Policy is not being followed this should be raised with the Town Clerk or Deputy Town Clerk.
- 15.3 We recognise the importance of monitoring this Sexual Harassment Policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.
- 15.4 The Town Clerk will report on compliance with this Policy to Staffing Committee, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, we will evaluate the effectiveness of this Policy and our strategy. We will take this into account when reviewing the Policy and our strategy. Where appropriate, goals for improvement will be set publicly and monitored.
- 15.5 This Policy will be reviewed by the Town Clerk and Council on two yearly basis. The initial review of effectiveness will take place 1 year after this Policy comes into effect. Thereafter, reviews will be carried out at intervals of not less than 24 months. Ludlow Town Council will also periodically monitor how successful it is in creating a workplace free of sexual harassment by other means which will include confidential staff surveys, training, raising awareness of harassment and bullying in general and undertaking risk assessments.

16. Support for Those affected by Sexual Harassment

- 16.1 We recognise that sexual harassment can cause stress, anxiety or other mental health issues as well as physical health problems. Deterioration in job performance which results from sexual harassment will be dealt with as a health-related issue and the person will be encouraged to seek help and support under the terms of this Policy.
- 16.2 There will be no discrimination against individuals suffering from stress caused by sexual harassment.

17. Legal

Equality Act 2010

Worker Protection (Amendment of Equality Act 2010) Act 2023

18. Other relevant policies

The following policies should be read in conjunction with this Policy:

Equal Opportunities Policy
GDPR (Data Protection Policy
Staff Code of Conduct Policy
Councillor Code of Conduct
Health and Safety Policy
Bullying and Harassment Policy
Grievance and Disciplinary Policy and Procedure
Dignity at Work Policy

Item 12b
Policy Review
Sexual Harassment Risk Assessment



Risk Assessment – Preventing Sexual Harassment

Purpose

The aim of this risk assessment is to prevent sexual harassment during the course of employment. It considers the potential risks to all employees and workers, as well as third parties who are engaged with us to carry out services such as those who are self-employed and agency workers.

Carrying out this assessment will allow us to identify, assess and mitigate risks associated with sexual harassment in the workplace and will help to create a safe and respectful working environment and promote a positive workplace culture. It also supports the Council's compliance with its legal obligation of taking reasonable steps to prevent sexual harassment from occurring in the course of employment.

This assessment is kept under continuous review to ensure existing prevention measures remain adequate. Reviews will take place at least annually, with ad-hoc reviews taking place where circumstances require. This could be if there is a change to the demographics of the workforce or working arrangements, or where we have received complaints of sexual harassment taking place. An action plan will then be created and monitored on the back of this risk assessment.

The Council encourages all employees and workers to inform the Town Clerk of areas in which they believe sexual harassment protection could be further improved.

Please follow the instructions below to ensure that the assessment and accompanying action plan is completed thoroughly and accurately:

Considerations

Considerations are the elements of potential risk. Indicate those that apply and those that don't, e.g. if some people work at night or whether there is alcohol sold on the premises, etc.

Hazard

A hazard is anything that has the potential to cause harm, e.g. power imbalances, coercion, differences in cultural expectations, etc.



- **Who might be harmed:** Consider all employees and workers who could be affected by each identified hazard. This may include employees, workers, those with specific roles, or those who may have vulnerabilities, e.g. waiting staff, travel-based sales staff, bar staff, young workers, etc.
- **Level of risk:** The level of risk is determined by considering both the likelihood of the hazard occurring and the severity of its potential consequences. If in doubt, err on the side of caution.
 - **Low risk:** Indicates that the likelihood of the hazard occurring is rare and the potential consequences are minimal.
 - **Medium risk:** Indicates that the likelihood of the hazard occurring is moderate and the potential consequences could result in sexual harassment occurring.
 - **High risk:** Indicates that the hazard is likely to occur and could result in sexual harassment taking place. This level of risk requires immediate attention and action to eliminate or substantially reduce it.



Ludlow Town Council risk assessment for the prevention of sexual harassment during the course of employment

Risk assessment owner:	Gina Wilding, Town Clerk
Assessment date:	15/10/2024
Assessment carried out by:	Gina Wilding, Town Clerk
Work location:	All Council sites
Next scheduled assessment date:	Annual – October 2025.
Version number:	V1

Potential hazards, risks and proposed actions in prevention

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Workforce demographics:									
Is anyone required to work at night?		x	Evening working in the winter means it is dark when leaving the building.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Staff locking up leave the building together.	15/10/2024
Are there lone workers or people	x		Lone working staff.	Cleaning, DLF, market,		x		• Staff have a lockable space or vehicle where	15/10/2024



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
working in isolated workplaces?				and museum staff.				they can isolate themselves. • They have a works mobile phone. • There is a panic alarm at the Buttercross and Guildhall.	
Is there anyone who works with just one other employee/worker?	x		Potential to become a lone worker for part of the shift.	Cleaning, DLF, market, Guildhall, and museum staff.		x		• Staff have a lockable space or vehicle where they can isolate themselves. • They have a works mobile phone. • There is a panic alarm at the Buttercross and Guildhall. • Guildhall staff have enclosed reception area that is not accessible to the public.	15/10/24
Do your employees/workers interact with third parties, e.g. contractors or members of the public?	x		Meeting with an unknown individual alone.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency		x		• Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. • New contractors	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				workers.				are met in a public place, and / or with more than one member of staff in attendance.	
Do any of your employees/workers work alone with a third party?	x		Meeting with an unknown individual alone.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.				- Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. - New contractors are met in a public place, and / or with more than one member of staff in attendance.	15/10/24
Do you require your employees/workers to attend the workplace of a third party or attend offsite locations / events?	x		Off-site meetings, conferences, training events. Unfamiliar location and persons.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		- Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. - New contractors are met in a public	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								place, and / or with more than one member of staff in attendance.	
Are members of staff expected to socialise with third parties, e.g. at events or conferences with contractors or clients?	x		Unfamiliar location and persons.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		- Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. - New contractors are met in a public place, and / or with more than one member of staff in attendance.	15/10/24
Are there any employees or workers who travel and work abroad?		x							
Are there high pressured, competitive or stressful environments within your organisation?	x		Coercion due to power imbalance or fear of reprisal.	All employees, volunteers, self-employed contractors, casual workers, and agency		x		- All staff have a robust job description and allocated line manager. - The disciplinary and grievance procedure has a	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				workers.				clear procedure for raising a concern and more than one member of staff to approach. Councilors are not subject to a disciplinary procedure, which creates a significant power imbalance, so councillors are not permitted to line manage staff.	
Is there a higher representation of one gender in your workplace?	x		All female in the GH Office All male in the DLF Depot	All employees, volunteers, self-employed contractors, casual workers, and agency workers.		x		- Adequate work space and personal space is provided for each employee. - Adequate privacy is maintained in washrooms and toilet facilities. - All staff are encourage to visit other work areas as appropriate to their roles and silo environments are discouraged.	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								Staff are encouraged to meet together to discuss work based issues and respectful behavior is encouraged in all staff.	
Are there areas of power imbalances in the workplace?	x		Senior management and junior employees have a power imbalance. Councillors and staff have a power imbalance. Members of the public and staff can have a power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		- Only staff are permitted to access the back-office spaces. - There are lockable door and protective screens in place to prevent unauthorized access to office spaces. - All staff have contracts and job descriptions with clearly defined roles and responsibilities and have access to council policies. - Senior managers are accountable to the council and required to adhere	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								to all council policies. - Individual councillors are not permitted to make decisions on behalf of the council. - Individual cllrs or staff members are not able to determine the pay and terms of employment of other members of staff outside of the agreed policies and procedures of the council. - Individual cllrs are not able to line manage staff.	
Vulnerable employees and workers: Evidence shows that vulnerable employees and workers can be exposed to greater risk from harassment than those who are not. In this section, assess the risk of those groups that are relevant to your workplace:									
Women	x		Discrimination based on gender and not reflective of their	All employees, Councillors and		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			ability to do the job.	volunteers, self-employed contractors, casual workers, and agency workers.					
LGBTQ+	x		Discrimination based on sexual orientation and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy	15/10/24
Young workers		x	Discrimination based on sexual orientation and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy	15/10/24
Someone with a disability (mental or physical)		x	Discrimination without considering	All employees, Councillors		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			reasonable adjustments and not reflective of their ability to do the job.	and volunteers, self-employed contractors, casual workers, and agency workers.				Bullying and Harassment Policy Dignity at work policy	
Black and minority ethnic workers		x	Skin colour or race-based discrimination based that is not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Non-UK nationals, including those who may not be confident in making a complaint in English or for whom English is not their first language		x	No advocate / representative in the workplace to help them communicate their concerns.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Low-paid earners	x		Power imbalance.	All employees,		x		Adherence to the recruitment and selection	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				Councillors and volunteers, self-employed contractors, casual workers, and agency workers.				policy Written contract in place Bullying and Harassment Policy Dignity at work policy	
Home workers	x		Potential disconnection from their colleagues in the office.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Adherence to Lone worker policy Adequate opportunities and methods of communication with their colleagues. Bullying and Harassment Policy Dignity at work policy	15/10/24
Lone workers	x		Vulnerable to demands / influence of others.	All employees, Councillors and volunteers, self-employed contractors,		x		Adherence to the Equal Opportunities policy Adherence to Lone worker policy Adequate opportunities and methods of	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				casual workers, and agency workers.				communication with their colleagues. Bullying and Harassment Policy Dignity at work policy	
Agency workers		x	Job insecurity / power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Casual workers		x	Job insecurity / power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Those on fixed term or zero-hour contracts	x		Job insecurity / power	All employees,		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			imbalance.	Councillors and volunteers, self-employed contractors, casual workers, and agency workers.				Bullying and Harassment Policy Dignity at work policy	
Policy:									
Do you have a clearly written anti-harassment policy that deals with the prevention of sexual harassment?	x					x			15/10/24
Do you address third-party harassment in your policy and take reasonable steps to prevent it?	x					x			15/10/24
Is your anti-harassment policy easily accessible to all employees?	x					x		Will be sent to all employees after approval by council	pending
Do you re-circulate your policy or remind staff members of where and how to access the policy on a	x					x		Actioned via P&F.	Pending



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
regular basis, including when changes are made?									
Do you regularly review, monitor and update your anti-harassment policy?	x					x		Actioned via P&F.	Pending
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal?	x					x		Subject to approval of policy changes by P&F	15/10/24
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	x					x			
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	x					x			
Is there a policy for workplace		x				x		Create a policy	Ongoing



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
relationships?									
Do your anti-harassment policies align to all other company policies such as homeworking, lone working, and equality, diversity and inclusion (EDI)?		x				x		Alignment of policies under way	Ongoing
Training:									
Do you carry out EDI training that covers sexual harassment as part of the induction/onboarding process?	x							Training session diarized	
Do you carry out EDI training that covers sexual harassment on an annual basis?	x					x		Training session to be diarized	
Do you provide separate training to line managers (to that which is given to employees and workers)?		x				x		Seek external trainers.	Ongoing
Do you provide EDI training that is specific to your workplace and that uses case studies	x					x		Training session diarized	7/11/2024



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
or scenarios that relate to your organisation?									
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after receiving a complaint of sexual harassment?	x					x		Seek external trainer or in-house e-learning options.	
Management structure:									
Is there a higher representation of one gender in the leadership team?	x					x		Adherence to recruitment and selection policy	
Are there areas of the business that have power imbalances?	x							Adherence to staff code of conduct and disciplinary procedures, and councillor code of conduct.	
Are there areas of the business where company policies aren't adhered to?		x							
Is decision making concentrated, i.e. only a few individuals at the top of the		x						Scheme of delegation so that everyone understands how decisions are made.	



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
business can make decisions?								Collaborative working and decision making encouraged where appropriate.	
Is there an HR team, or access to an external HR outsourcing provider?	x							Worknest	
Do leaders have individual authority over recruitment practices?		x						Adherence to recruitment and selection policy	
Do leaders have individual authority on pay decisions?		x						National pay award process observed.	
Working environment:									
Do you have an IT policy that sets the rules for appropriate usage?	x								
Do you monitor and address inappropriate behaviour on digital platforms?	x								
Do employees travel abroad for business?		x							
Are there sexualised or sexist materials on		x							



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
display such as calendars or posters?									
Is there adequate privacy or security for workers using bathrooms or changing rooms?	x								
Do you have areas that are isolated or with inadequate lighting or security?	x								
Are there different uniform requirements between genders, or prescriptive dress codes or expectations for either gender?		x							
Are workers required to travel and have overnight stays?	x								
Do employees and workers travel to remote locations?		x							
Do you provide accommodation facilities for employees?		x							
Are sexist jokes prevalent in the workplace?		x							
Do workers engage		x							



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
with social drinking on site?									
Do you have high staff turnover, particularly of female workers, young workers, or low-paid earners?		x							
Have you been informed that some workers are more reluctant to work with certain workers or take on certain tasks?		x							
Is alcohol consumed, either by staff or third parties, whilst staff are working?	x								
Outside of the workplace:									
Do staff socialise outside of the workplace?	x								
Is alcohol available at social events?	x								
Do you undertake background or reference checks for all workers and other people engaged at your workplace such	x								



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
as contractors?									
Do you issue employee communications in advance of workplace events?	x								
Complaint handling:									
Do you have clear and effective procedures for receiving and responding to complaints of sexual harassment?	x								
Are there multiple, confidential ways for employees to report harassment?	x								
Are your workers able to access management who are outside of their direct reporting line?	x								
Is your workforce so small that confidentiality and confidence to raise issues may be difficult to achieve?	x								
Have there been		x							

[illegible]

Item 12b
Policy Review
Sexual Harassment Action Plan



Action Plan – Preventing Sexual Harassment

Purpose

The key purpose of this action plan is to prevent sexual harassment from occurring during the course of employment. The activities listed within it have all been identified through the completion of a risk assessment which considered all of our working practices, including our policies and procedures.

A further aim of this action plan is to strengthen relevant employment policies and reporting mechanisms and to foster a workplace culture of responsibility and awareness, all of which are fundamental in preventing sexual harassment. By implementing the actions that have been identified through the risk assessment process, it supports the Council's compliance with its legal obligations.

Please follow the instructions below to ensure that the action plan is implemented, monitored, and amended timely and accurately:

Preventative steps

Record the results of the risk assessment by listing all of the activities identified and provide detailed information for its effective completion. This should include those who are to be responsible, the resources required (such as people, budget, and time), and timeframes for completion.

Monitoring

The monitoring of the action plan is fundamental in the prevention of sexual harassment. It enables the tracking of progress, detects any issues early, provides meaningful data to aid decision making, facilitates accountability and transparency, and allows for continuous improvement, all of which will lead to the successful implementation of each action point and therefore remove, or significantly lower, the risk of sexual harassment occurring.



Ludlow Town Council action plan for the prevention of sexual harassment during the course of employment

Action plan owner:	Gina Wilding, Town Clerk
Action plan date:	15/10/2024
Work location:	All Council sites
Date of risk assessment this action plan aligns with:	15/10/2024
Next scheduled risk assessment date:	Annual – October 2025.
Version number:	V1

Action plan for the prevention of sexual harassment during the course of employment

Risk assessment result	Activity	Responsible	Resources (people, budget, time)	Time frame for completion	Monitoring
All employees and workers aware of the organisation's policies on the prevention of sexual harassment and response mechanisms	- Line management training - Employee training - Part of the induction and onboarding process	Town Clerk.	Annual training next scheduled for November 2024	Training of the entire workforce, circa 20 employees, carried out November 2024	Insert any notes on the progress and implementation
Site security procedures to be reviewed and enforced with Councillors and staff.	Recommunication of site security arrangements.	Town Clerk		November 2024	Annual review.
Alignment of policies	Review: Equal Opportunities Policy	Town Clerk and Full Council		October 2024	Review at P&F Committee



	• GDPR (Data Protection Policy • Staff Code of Conduct Policy • Councillor Code of Conduct • Health and Safety Policy • Bullying and Harassment Policy • Grievance and Disciplinary Policy and Procedure • Dignity at Work Policy				
--	---	--	--	--	--

Item 12c
Policy Review
Hedgerow Policy

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

1. Description

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

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

2. Purpose of this policy

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

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

Maintaining and managing hedgerows is a crucial part of halting biodiversity decline.

3. Scope

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

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

3.2 The effect of climate change on hedgerows

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

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

3.3 Biodiversity and habitat enhancement



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

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

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

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

Hedgerow margins in sensitive locations

Narrower hedgerow margins will be left in sensitive locations such as cemeteries to ensure the site carries its usual well managed appearance. For example on amenity areas a margin could be 1m in width, however in sensitive areas a margin of 50 cm is more manageable and would still provide some biodiversity benefits.

4. Procedure

4.1 Management of existing hedgerows

Town Council priorities to manage our hedgerows are:

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

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

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

A reference for hedgerow management:

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

4.2 Planting new hedgerows

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

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



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

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

Living hedgerows

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

Dead hedgerows

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

4.3 Communication

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

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

Further Policy Aims and Actions

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

5. Hedgerows on or adjacent to LTC land.

- 5.1 LTC has 15 sites where various grounds maintenance work is required. There are hedgerows (various sizes and types) at 11 of these sites.

Sites with hedgerows are listed below along with a brief description:

- Castle Gardens – an established hedgerow adjacent to the castle walls
- Linney – established hedgerows along two sides of the site bordering Ludlow Rugby Club and its access drive.
- Wigley Field allotments – various hedgerows along boundaries with neighbouring land and also within the allotments adjacent to a stream
- Henley Orchards (4 plots of land). Various hedgerows on three of these plots which act as boundaries with neighbouring properties and a public bridleway
- Henley Road cemetery – well established hedgerows along the majority of the cemetery boundary.
- Wheeler Road amenity area – well established hedgerow along the full perimeter boundary of the site with the public highway
- St Johns garden – some small hedgerow type shrubs within planted areas
- Weyman Road – site of new hedgerow to be planted in winter 2025/26.

6. Legal

Wildlife and Countryside Act 1981

Environment Act 2021

Natural Environment and Rural Communities Act 2006, s40

6. Other relevant policies

Environmental Policy
Biodiversity Policy
Tree Management Policy

Item 13a

Climate Action Task and Finish Group – Notes 2nd October 2025

NOTES FROM CLIMATE ACTION TASK & FINISH GROUP

Meeting: Thursday 2nd October 2025 at the Guildhall, 10am

Attendees: Cllrs Cowell, Maxwell-Muller, Tapley, and

Deputy Town Clerk, Kate Adams

Apologies: Cllr Lyle

Absent : Cllr Parry

- **Minutes (21st August 2025) and Recommendations to P&F** noted.
- **Visit from Ludlow Fairtrade Town Group**
Thanked Liz Taylor and Bev Lloyd for taking time to talk to us about trade justice and climate issues.
- **Shropshire Climate Action newsletter**
Noted contents of the latest newsletters
- **Local Nature Recovery Strategy (LNRS)**
 - To note the purpose of the LNRS which is to identify opportunities for creating and restoring habitats beyond existing hotspots, and look at how the county can be best connected for nature.
 - To note the three responsibilities for Town & Parish Councils: 1) Consider biodiversity in their area, 2) Agree policies and objectives to support them, 3) Act to deliver the objectives
 - To agree that Town Councils are ideally placed to identify local biodiversity opportunities and threats, mobilise community action, and act as a trusted intermediary between residents and higher tier authorities.
 - Actions we are building on include Restoring Shropshire Verges Project and CPRE's hedgerow heroes.
 - Ludlow Town Council is taking lots of proactive action to improve habitats and hotspots within its area, along with promoting actions that residents / businesses can undertake themselves.
 - To respond to the consultation as above and to comment on the interactive mapping with the addition/enlarging of the following sites:
Castle Gardens
Wigley Field allotments
Garden of Rest, St Laurences
Fishmore View amenity area
Gallows Bank
Housman amenity area
Steventon play area
Sheet Road verges
Sidney Road town green
Eco Park

Ballard Close amenity area
Wheeler Road recreation area
School playing fields
Weyman Road community orchard site
Dodmore Lane bridleway
Hopton Close amenity area
Parys Road play/amenity area

- **Climate Action Plan (CAP)**

Changes/actions relating to the CAP.

- **Action 4**
To check whether this has been completed.
- **Action 6**
To check whether this has been completed.
- **Action 10**
To check on progress.
- **Action 11**
To prepare for P & F meeting in November.
- **Action 20**
To chase Shropshire Council for a response
- **Action 23**
To chase Shropshire Council for a response in preparation for the 2026 grass cutting season.
- **Action 26**
To begin plans for a public meeting following the completion of a green Parish map.
- **Action 29**
Feedback regarding the St Johns Gardeners to go to Services.
- **Action 30**
To set a schedule in place with the Communications & Marketing Officer.
- **Action 32**
This is being done as and when appropriate by the Town Clerk & Deputy Town Clerk.
- **Action 34**
Not yet begun but will look at this for next Spring.
- **Action 35**
Will generate a list of warm hubs (by confirming with community groups) and will publicise on our website and social media.

- **Written update received from Cllr Lyle re Flood Action Group**

Items 32 and 33 on the CA Plan - Extreme Weather, specifically with respect to flooding, as follows:

Over the past couple of years, a good working relationship has been developed between the Ludlow Flood Action Group and the key agencies involved with

flooding - The National Flood Forum, Environment Agency, Severn Trent Water, Shropshire Council and Shropshire Wildlife Trust.

Regular meetings are now held with all the above agencies and various work has been undertaken or is scheduled.

The Ludlow Flood Action Group represents all flood-risk residents and has a core group of members representing Lower Corve Street, Temeside and both ends of the Linney.

The Group has formed excellent and positive working relationships with McConnells, Ludlow Fire Station, Ludlow Quakers and Ludlow Rugby Club all of which have offered practical support:

- McConnells have offered to store and help distribute sandbags for Temeside residents and will provide an Emergency Shelter;
- Ludlow Quakers have offered to provide an Emergency Shelter for Lower Corve Street residents and also that end of the Linney, if necessary. They may also be able to store sandbags.
- Ludlow Rugby Club have offered to provide an Emergency Shelter for residents from that end of the Linney.

Ludlow Fire Station, with McConnells, co-hosts the regular Multi-Agency Meetings and Flood Action Group meetings.

WhatsApp groups have been set up for residents in both Lower Corve Street and Temeside, plus linking with an established Linney group. These WhatsApp groups receive and share Flood warnings and alerts which are then circulated with residents directly.

It would be useful if the LTC website offered information and links to live flood information available from the Government and the Environment Agency or just typing in 'river levels Corve Ludlow' or river levels Teme Ludlow' which give live updates on river levels and expected peaks.

Any resident with access to a mobile phone or computer can sign up for flood alerts. And residents who are vulnerable to flooding but who aren't confident or comfortable with such technology will have neighbours who can sign up.

Ludlow Flood Action Group has 2 separate Flood Action Plans covering Lower Corve Street and Temeside, both of which incorporate the Linney. These Plans include a list of vulnerable properties and occupiers.

- **Recommendations to Policy & Finance meeting on 13th October 2025:**
Local Nature Recovery Strategy

To respond to the consultation as above.

- **Climate Action Plan**

To note the updates on the Climate Action Plan.

- **Next meeting dates:**

Thursday 13th November 2025 11.30am

Item 13b

Climate Action Task and Finish Group – Recommendations 2nd October 2025



RECOMMENDATIONS FROM THE CLIMATE ACTION TASK AND FINISH GROUP 2ND OCTOBER 2025 TO POLICY AND FINANCE COMMITTEE 13TH OCTOBER 2025

- **Local Nature Recovery Strategy (LNRS)**

- To note the purpose of the LNRS which is to identify opportunities for creating and restoring habitats beyond existing hotspots, and look at how the county can be best connected for nature.
- To note the three responsibilities for Town & Parish Councils: 1) Consider biodiversity in their area, 2) Agree policies and objectives to support them, 3) Act to deliver the objectives
- To agree that Town Councils are ideally placed to identify local biodiversity opportunities and threats, mobilise community action, and act as a trusted intermediary between residents and higher tier authorities.
- Actions we are building on include Restoring Shropshire Verges Project and CPRE's hedgerow heroes.
- Ludlow Town Council is taking lots of proactive action to improve habitats and hotspots within its area, along with promoting actions that residents / businesses can undertake themselves.
- To respond to the consultation as above and to comment on the interactive mapping with the addition/enlarging of the following sites:
 - Castle Gardens
 - Wigley Field allotments
 - Garden of Rest, St Laurences
 - Fishmore View amenity area
 - Gallows Bank
 - Housman amenity area
 - Steventon play area
 - Sheet Road verges
 - Sidney Road town green
 - Eco Park
 - Ballard Close amenity area
 - Wheeler Road recreation area
 - School playing fields

Weyman Road community orchard site
Dodmore Lane bridleway
Hopton Close amenity area
Parys Road play/amenity area

- **Climate Action Plan (CAP)**

Changes/actions relating to the CAP.

- **Action 4**
To check whether this has been completed.
- **Action 6**
To check whether this has been completed.
- **Action 10**
To check on progress.
- **Action 11**
To prepare for P & F meeting in November.
- **Action 20**
To chase Shropshire Council for a response
- **Action 23**
To chase Shropshire Council for a response in preparation for the 2026 grass cutting season.
- **Action 26**
To begin plans for a public meeting following the completion of a green Parish map.
- **Action 29**
Feedback regarding the St Johns Gardeners to go to Services.
- **Action 30**
To set a schedule in place with the Communications & Marketing Officer.
- **Action 32**
This is being done as and when appropriate by the Town Clerk & Deputy Town Clerk.
- **Action 34**
Not yet begun but will look at this for next Spring.
- **Action 35**
Will generate a list of warm hubs (by confirming with community groups) and will publicise on our website and social media.

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022

Approved by Full Council on 3rd March 2025.

Reviewed and revised 19/03/2025, 18/6/2025, 15/7/2025, 24/9/2025

Red – not begun, amber - ongoing,
green – completed, pink – new /updated action

c

Action	Topic	Task	Status	Date / reference approved by Council	Target Date for completion	Est. Cost	How	Review date Update on progress
1	Mobilisation & Leadership	We will aim to review and update appropriate council policies to align with LTC's Climate Emergency commitment.			As each policy comes up for review	£ legal advice		24/9/2025
3		We will aim to agree a template for commenting on planning applications which do not include renewable energy or improved sustainability measures.			January 2026	£0		24/9/2025
4		We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process.	To draft a statement to be included on emails when obtaining quotes to include the terms 'responsible disposal', 'act in a sustainable manner', and 'have a green agenda'.	To be drafted for next meeting and then to be recommended to Policy & Finance.	Sept 2025	£ legal advice		24/9/2025 Progress at next meeting
5		Arrange in house Carbon Literacy training for staff and Councillors. Update: whilst SOS has been disbanded, there is still a link to Carbon Literacy training and further information will follow from Cllr Lyle.	DL to check if still available.		December 2025			24/9/2025
6	Energy Efficiency	We will aim to review the Carbon Audit report and deliver its recommendations.	To be taken to Policy & Finance 24 th Feb 2025		KA to check if this was completed			15/7/2025
7		We will aim to change to a green energy provider and review annually or when contract is due for renewal.	To continue to review, however, green energy providers also need to be cost effective		Review annually / ongoing			24/9/2025
8		If compliant with safety regulations, we will aim to replace internal lighting with LED movement-sensor lights at all Council properties	Will be completed as required/ when lighting needs replacing		Ongoing			24/9/2025 No issues with current lighting
9		We will aim to install solar/PV panels at DLF depot and Henley Road cemetery	This would be completed as part of Depot upgrade plans and is not a standalone item.		Ongoing			24/9/2025
10		To investigate replacing the immersion heater (used for heating water at the Guildhall) with an 'on demand' water heater	Obtaining quotes from local plumbers		August 2025			24/9/2025 quotes are being sought
11	Consumption & Waste	We will aim to ensure all contractors have a 'Zero to Landfill' policy which is regularly reviewed and updated.	To be progressed via P&F in due course so wording/expectation is added to tendering document templates		Dec 2025	£0		24/9/2025 Progress at next meeting

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022

Approved by Full Council on 3rd March 2025.

Reviewed and revised 19/03/2025, 18/6/2025, 15/7/2025, 24/9/2025

Red – not begun, amber - ongoing,
green – completed, pink – new /updated action

12		We will aim to renew planting vessels with built-in water reservoirs to reduce the need for watering (Ludlow-in-Bloom) Part of planting working group.	planting vessels to be lined with membranes when being refurbished to ensure water is held within the soil.		Review annually / ongoing	£		24/9/2025
13		We will aim to refill hand-washing and washing- up liquid single use plastic bottle with eco-friendly alternative products e.g. Bio-D or Eco-Leaf	Refillable containers are used, however not eco-friendly products due to cost.		Review annually / ongoing			24/9/2025
14		Introduce a more efficient stock control process for cleaning materials at Town Council buildings. To ensure minimal waste and most cost effective spending			Ongoing			24/9/2025
Action	Topic	Task	Status	Date/reference approved by Council	Target date for completion	Est cost	How	Review date Update on progress
15	Biodiversity	We will aim to participate in the annual No Mow May initiative, reduce grass cutting and introduce wild-flower meadow alternatives.	Report to Services Committee in Feb 2026 for approval		Review annually/ ongoing			24/9/2025 2025 initiative completed
16		We will aim to undertake a biodiversity audit of all LTC owned land and produce a Management Plan for each space.	Work in collaboration with Shropshire Wildlife Trust.		December 2025	£0		24/9/2025
17		Management of Sidney Road town green as a traditional grass verge/meadow to encourage native plants and wildlife			Review annually/ ongoing			24/9/2025
18		Work being undertaken at Henley Road cemetery by 'Henley Road Helpers' volunteers to protect wildlife and increase the habitats provided on site.	The volunteer group is becoming well established		Review annually/ ongoing			24/9/2025
19		Reduce strimming near hedgerows	Deputy Town Clerk to discuss with DLF	Discussions and awareness complete.	Ongoing	£0		24/9/2025 Will be part of hedgerow maintenance plan
20		Find alternatives to toxic weedkillers for inhouse use. To approach SC to ensure they have found alternatives to using toxic weedkillers throughout the county.	To ask Shropshire Council about their weed spraying methods and what chemicals/natural substances are being used.		September 2025	£0		24/9/2025
21		Hedgerow management and maintenance plan	Awaiting approval from Policy & Finance Committee		October 2025	£0		24/9/2025
22		Introduce a quarterly discussion with DLF staff prior to a new season beginning re biodiversity matters for the season ahead.	Report to be brought to Services committee to share ideas for approval		July 2025	£0		24/9/2025

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022

Approved by Full Council on 3rd March 2025.

Reviewed and revised 19/03/2025, 18/6/2025, 15/7/2025, 24/9/2025

Red – not begun, amber - ongoing,
green – completed, pink – new /updated action

		Invite a DLF member to a future meeting of the CAWG to discuss. To draft a 'Toolbox Talk' type document for the DLF.	and to arrange training for staff (if required). Link to action 16					
23		To contact Shropshire Council and ask them to reduce non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow	Email to be sent to Shropshire Council (Executive Alliance Street Scene Manager) KA to chase this up.		August 2025	£0		24/9/2025
24	Engaging the Community	We will aim to include Climate Action in Civic Awards	To note that at FC on 14 th April 2025 it was resolved to approve a new award in recognition of supporting biodiversity, energy reduction and environmental sustainability.		September 2025	£0		24/9/2025
26		That LTC facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend. Cllrs attending Climate/Nature recovery conferences in Sept and October will be able to bring ideas forward to help shape the public meeting – a request for funding a large parish map to be made to P & F	Agreed that initially Ludlow Town Council representatives will attend local group meetings before deciding whether an overarching meeting is needed or a good idea. Examples of meetings include Gallows Bank Committee, Shropshire Wildlife Trust and Shropshire Climate Action.		October 2025			24/9/2025
27		LTC to Join the Refill.org.uk association and look at how it can be used at the Guildhall, Museum and Castle Street car park office for people to refill their water bottles	To remind members of Ludlow's Chamber of this app and its importance asking for more businesses to join the campaign. Promote this more on our website.		Review annually/ongoing	£0		24/9/2025
28		We will aim to support local community events, and be present at the Ludlow Green Festival with a market stall to promote Ludlow Town Council's actions and sub-committee	To be approved by Full Council March 2025	Approved for 2025 FC/339 3.3.2025	Review annually/ongoing	£0		24/9/2025

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022

Approved by Full Council on 3rd March 2025.

Reviewed and revised 19/03/2025, 18/6/2025, 15/7/2025, 24/9/2025

Red – not begun, amber - ongoing,
green – completed, pink – new /updated action

29		Encourage a volunteer group of gardeners at St Johns Garden Discuss holding a volunteer day/morning at St Johns Gardens to initiate interest in the site and start tidying up the beds.	A volunteers event took place on 17 th September. Feedback and updates to be taken to Services Committee.		Autumn 2025	£0		24/9/2025
30		Encourage home composting and share information on social platforms	To specifically schedule quarterly social media posts in March/June/Sept/Dec in support of the seasonal requirement of maintaining a compost bin/ pile.		Ongoing	£0		24/9/2025
32	Extreme weather	We will aim to share flooding alerts received from the Emergency Planning Unit (Shropshire Council) and Environment Agency on social media and website. To include information such as location of sandbags for residents collection	Flood alerts shared on social media and LTC website news items.		Review annually/ ongoing			24/9/2025
33		We will ask Shropshire Council to confirm arrangements for the supply of sandbags to residential areas prone to flooding.	Email to be sent to Shropshire Council (Executive Alliance Street Scene Manager). To be followed up to ensure timely preparation.			£0		24/9/2025
34		We will aim to locate seating in shaded areas as temperatures rise, and summers get warmer.	Could be linked to the town centre strategy/ requires policy procedure guidance for DLF before it is actionable.			Within provided budgets		24/9/2025
35		We will aim to promote warm hubs available in the community and be proactive in educating people about keeping warm during bad weather.	To research and compile a list of local warm hubs which may include, but not limited to: Rockspring Centre, Helena Lane, Old St Education Centre, St Peters, St Johns and St Laurence churches, youth centre (when reopened) and @Gather		Winter 2025	£0		24/9/2025

Adopted by Full Council on 7th March 2022

Approved by Full Council on 3rd March 2025.

Reviewed and revised 19/03/2025, 18/6/2025, 15/7/2025, 24/9/2025

Red – not begun, amber - ongoing,
green – completed, pink – new /updated action

Completed actions

2	Mobilisation & leadership	Create/update the Climate Emergency page on website and publicise commitment, initiatives, and achievements in reducing LTC carbon footprint as recommended by the Climate Action Group	Completed		2023	£0		Complete.
9	Energy efficiency	Continue to replace LTC streetlights with LED as and when needed.	Street lights replaced with LED when new lamps are required.		May 2025	£		Complete
10	Energy efficiency	Agree timetable to replace existing plant and machinery with electric power	Two electric vehicles have been leased for three years. Replacing existing plant with electric alternatives will be undertaken when needed/when suitable alternatives are cost effective.		2023	Budget unknown		Complete
11	Energy efficiency	Retain and replace existing taps with lever taps as and when needed. Working taps should not be replaced unnecessarily.			2023 ongoing	a) staff time b) unknown		Ongoing
12	Energy efficiency	a) Investigate the replacement of water-flushing limitations in all toilets. An easy option is to install 'hippo-bags' or similar in single-flush toilet cisterns b) Then carry out the works when suitable replacements have been found	Bags have been purchased for Guildhall toilets (there are four on the ground floor) to see if they have an impact on water usage.		2023	a) staff time b) unknown		
	Energy efficiency	All lighting within Museum exhibition cabinets changed to LED lighting						Complete Sept 2024
15	Consumption and waste	Install rainwater butts where possible, but especially at the DLF depot.	Water butts have been purchased and will be installed in December.		2023	£ unknown		Complete
16	Consumption and waste	With L-i-B, plant where possible perennials, with emphasis on bee, insect & butterfly-friendly plants and herbs including drought-resilient plants.	LTC has an adopted perennials planting policy		2023/23	Budget £500 (LTC)		Complete
17	Consumption and waste	With Shropshire Council, review Dog bin/Litter bin locations.	No further action.		2023 and ongoing	Zero		No further action
18	Consumption and waste	In all Council premises discourage single-use plastic containers and packaging for staff refreshments and lunches e.g. buy locally-made fresh sandwiches, cakes, fruit, etc not pre-packed; consider making fresh hot drinks using loose coffee and tea and purchasing milk from local dairies.	Complete		2023 and ongoing	£		Complete

LUDLOW TOWN COUNCIL – CLIMATE ACTION PLAN



Adopted by Full Council on 7th March 2022

Approved by Full Council on 3rd March 2025.

Reviewed and revised 19/03/2025, 18/6/2025, 15/7/2025, 24/9/2025

Red – not begun, amber - ongoing,
green – completed, pink – new /updated action

19	Consumption and waste	Continue to ensure all waste is recycled and re-used wherever possible; consider Terra-cycle as an additional recycle option.	Waste packaging is recycled by a member of staff.		2023 and ongoing	£		Complete
22	Biodiversity	Agree tree-planting strategy for all LTC-owned spaces	Subsidised trees have been applied for under Shropshire Council Community Tree scheme. Location of trees to be confirmed. Oak tree to be planted at Sidney Road green in memorial of covid victims.		2023 and ongoing	£ grants available		Complete
23	Biodiversity	Purchase peat-free compost	DLF have a large composing bay at their Henley Road site Woodchippings created by the DLF or contractors are used at Wigley Field allotments and in our gardens.		2023 and ongoing	£		Complete. Peat free compost produced
31		To donate two medicine blister pack recycling boxes to Ludlow Cancer Support Group for their current community initiative.	Completed	Approved FC/339 3.3.2025				Complete.
10		Use of a portable charging cable to charge EV vehicles at the Henley Road depot as and when needed	Will need to be replaced with a specially installed charging point		May 2025			Complete
25		To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included.	To remove this from the CAP as not necessary but maybe grant application forms could be updated to state 'We welcome applications from groups for climate action'.		August 2025	£0		Complete

Item 14a

Budget Task and Finish Group – Notes 7th August 2025

Notes from First Budget Setting Meeting

On Thursday 7th August 2025 at The Guildhall, Mill Street Ludlow

Date at 9:30 am

1. To elect a Chair

Cllr Taylor and nominated and elected as Chair.

2. Apologies

Apologies were received for Cllr Scott Bell

3. Scope

Agreed scope and objectives of this year's budget-setting process:

- To support existing services
- To support council projects
- To support Ludlow during devolution of services from Shropshire Council

Devolution Notes:

Feedback from the Shropshire Together Conference and discussion provided the following insights:

- Shropshire Council will have access to a government funded pot of money to help manage service devolution.
- Shropshire Council believe that there is a two-year window (2025/ 26 and 2026/ 27) of opportunity for town and parish councils to work with SC to take on discretionary services.
- This is their preferred option as it could prevent SC issuing a section 114 notice and the government commissioners coming in and shutting down all discretionary services.
- There are examples of significant devolution of service / stepping up in Somerset in Bridgwater, <https://bridgwater-tc.gov.uk/council/finance/> and in Falmouth Cornwall <https://www.falmouthtowncouncil.co.uk/your-council/town-finances/council-annual-return>
- Shrewsbury Town Council has created a Stepping Up Team (8 employees) for street scene services – they consulted on this proposal and received positive responses and increased their precept by approx. 30% - from £1,770,089 to £2,389,594.
<https://www.shrewsburytowncouncil.gov.uk/services/stepping-up-initiative/>

Devolved services in Ludlow could include

- the library,
- leisure centre,
- play areas
- youth services

- street scene cleaning and maintenance.

4. Timetable

The amended timetable to be sent to all member of the T&F - with alternative T&F meeting dates:

- First FC meeting changed from 8th Sept to 20th October.
- 18th September changed to Monday 13th October.
- 11th November changed to Thursday 13th November.

5. Review of Current Year Financial Performance

The budget report is in month four and in-depth analysis of the budget will be undertaken when more financial information is available.

6. Review of Previous Year

High level review: the budget generated a £248,000 surplus for reserves. In general, there was a 10% accrued excess in most budgets – totalling approx. £80,000.

7. Reserves Position

- EMRs to be aligned with updated projects plan.
- EMR to be aligned with Reserves Policy to be presented at future T&F meeting.

8. Costs for Next Year

- Staffing costs were noted, and that a more nuanced presentation of the published figures would help public perception of the council.

9. Key considerations:

- Published budget presentation needs improvement to ensure it is accessible.
- Known pressures and priorities:
Staffing Costs
Inflation: 3.6%
Interest Rate: 4%
- Consultation to be sent out in Word version to all members.
- Csv file versions of financial reports to be provided to the Chair

Items for next meeting:

- First draft of the 2026 / 27 budget including:
- Contracts and utilities
- Other fixed/essential expenditures
- Anticipated income from grants, fees, charges, precept
- Risks and opportunities

Item 14b

Budget Task and Finish Group – Notes 14th August 2025

Notes from the Budget-Setting T&F Group Meeting

At the Guildhall, Mill Street Ludlow on Thursday 14th August 2025 at 9:30 am

Attendance: Cllrs Taylor, Lyle, Cowell Owen, and Town Clerk / RFO, Gina Wilding.

The Chair welcomed those present and provided housekeeping information.

Apologies

Cllr Ginger sent his apologies due to pre-arranged a visit with his young daughter.

First draft of the 2026 / 27.

The chair outlined that the first draft budget was a starting point, and the clerk highlighted placeholder figures and assumptions that would be revised and developed as more detailed information became available.

The budget was viewed page by page and following revisions were agreed with the RFO for actioning:

- Mindful of the likely further reductions in interest rates 101/ 1196 was reduced to £75,000.00
- Two extra budget lines to be added to centre 102 so that the employers NI and pension contributions could be separated out of the salaries and wages budget line.
- Acknowledging that the Mayor's Allowance has not been increased in over ten years – to increase 105/4200 to £3,500.00
- The civic regalia budget 105/4210 was reviewed in the light of repairs required to the consort chain and increased to £500.00.
- 105/4216 is the mayor's charity expenditure code – this is to be reviewed in terms of the need to record an income code as well as an expenditure code.
- To introduce a new expenditure budget line for Christmas lights to separate out capital expenditure for new lights from the revenue expenditure for replacing / refurbishing existing lights and hiring plant and contractors for putting up the lights up.
- Check the Mayfair income figure for compliance with terms of the contract.
- Create a new income and expenditure code in centre 302 specifically for memorial benches (maintenance fees to be separated out into an EMR).
- To reduce Toilet Block income 303/1174 to £5,000.00
- To review Amenities Area code 410/4222 to establish a suitable budget for replacement of tubs and other maintenance costs.
- To amended 411/1075 to show income expectation in new budget and not from EMR.
- A detailed report is required to establish a business case for expenditure from 500/4323.

Format of the consultation

The first draft of the budget consultation has been forwarded to all Budget T&F members so that they can send their suggestions for revisions the clerk by email.

Closed: 10:50 am.

Item 15

Staffing Efficiency Review



Draft Terms of Reference for Efficiency Review

To review the duties and objectives of the Council, its management structure, the adequacy of staffing levels/capabilities/skill-sets/experience, the effectiveness of the processes by which the Council undertakes its work (including possible alternative methods), and ways in which technology could be used to enhance efficiency. All of the above with a view to ensuring that the residents of Ludlow get the best possible value for the money they contribute via the Precept. To make recommendations accordingly.

Item 16
External Audit

Ludlow Town Council

Notice of the audit and right to inspect the Annual Governance & Accountability Return

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Ludlow Town Council for the year ended 31 March 2025 has been carried out but cannot be completed for the reasons stated in the external auditor report. The accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection and copying by any local government elector of the area of Ludlow Town Council on application to:	
(a) <u>GINA WILDING, TOWN CLERK</u> <u>THE GUILDHALL, MILL STREET</u> <u>LUDLOW SY8 1AZ</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10am - 3pm Mon-Fri</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £0.30(c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>GINA WILDING</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>26th September 2025</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Ludlow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

FC/106

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Dyer

Clerk

GW Ading

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No
✓

www.ludlow.gov.uk

Section 2 – Accounting Statements 2024/25 for

Ludlow Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,056,662	1,217,862	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	773,395	823,696	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	361,727	394,896	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	574,894	604,020	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	1,990	1,990	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	397,038	364,739	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,217,862	1,465,705	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,223,582	1,464,045	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	711,304	687,271	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	33,010	31,706	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices, and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

G. Williams

Date

18/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2025

as recorded in minute reference:

MIN FC/107

Signed by Chair of the meeting where the Accounting Statements were approved

D. Dyer

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Ludlow Town Council - SH0110**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2024/25 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2025

Item 17a

CCLA Public Sector Deposit Fund Investment – Cash Flow Management Procedure



Procedure for Managing Cash Flow

Council Decision

Full Council on 28.07.25 in FC/166 resolved to:

- Maintain a minimum balance of **£150,000.00** in the Council's saver/current account to cover operational expenditure.
- Deposit all surplus funds into the **CCLA Public Sector Deposit Fund (PSDF)** to optimise returns while maintaining liquidity.

Risks and Controls

Risk	Control / Mitigation
Insufficient funds in the Council's bank account to meet payments.	Maintain a £150,000 minimum balance; monitor cash flow regularly.
Inefficient use of staff time managing cash flow.	Establish clear monitoring procedures and defined decision points.

Stages for Managing Cash Flow

1. **Monitoring**
2. **Decision Points and Actions**
3. **Money Movement Process**

1. Monitoring Cash Flow

Initial Setup

- Finance staff must map the due dates for all regular Direct Debits (DDs) and Standing Orders (SOs).
- Monitor spending and income patterns.

Ongoing Monitoring

- Weekly monitoring of account balance.
- Highlight any anticipated shortfalls in advance to allow time for fund transfers from the CCLA PSDF.

2. Top-Up Parameters and Decision Process

- Movement of funds from CCLA should be included in the **month-end payment process** as needed.
- A **minimum balance trigger point** of £150,000 is used to determine amount of funds to be transferred back into the current account.

Decision Points:

1. When the projected balance falls below £150,000 → **Initiate a transfer** from the CCLA PSDF during the month payment run.
2. If the balance exceeds operational requirements → **Deposit excess funds** into the CCLA PSDF during the monthly payment run.

3. CCLA PSDF Money Movement Process

Check Mandate and Signatories

- Confirm that the Council's **CCLA account mandate** is current and lists the correct authorised signatories (typically two Councillors and the Clerk/RFO).
- Only authorised individuals may initiate or approve fund transfers.

Complete the PSDF Redemption Form

1. Download the "**Sell Shares Form**" from CCLA's website under *Client Documents* → *Public Sector Deposit Fund*.
2. Complete the form, including:
 - Fund and share class details
 - Redemption amount
 - Council's nominated bank account details
 - Date and signatures of two authorised Councillors

Submit the Form

- The Clerk/RFO submits the signed form by **email** to CCLA.
- To ensure same-day processing, the form must be received by **11:30 am on a dealing day**.

Reporting

- Provide all transaction and statement certification to Policy and Finance Committee meetings.

Summary of Responsibilities

Role	Key Responsibilities
Clerk / RFO	Monitor balances, initiate fund transfers, maintain records and reconciliations.
Councillors (Authorised Signatories)	Approve fund movements and sign CCLA redemption forms.
Finance Staff	Track cash flow, update records, flag potential shortfalls.
Committee	Monitor Financial Activity

Item 17b

CCLA Public Sector Deposit Fund Investment – Statement August 2025

Statement of Account

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

5 September 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**
Statement period: **31/07/2025 to 31/08/2025**

Account summary

Total valuation as at 31 August 2025	£850,575.12
Total valuation as at last statement at 31 July 2025	£847,532.42

Holdings as at 31 August 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	850,575.1200	£1.00	£850,575.12
			Total value
			£850,575.12

Transactions for the period from 31 July 2025 to 31 August 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/08/2025	Income Reinvestment	3,042.7000	£1.0000	£3,042.70

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

The average Fund yield for this period was 4.11% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Aug 2025	02/09/2025	Reinvestment	£2,962.37	PS3078701-001

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

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

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

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

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

Item 17b

CCLA Public Sector Deposit Fund Investment – Statement September 2025

Statement of Account

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

5 October 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**
Statement period: **31/08/2025 to 30/09/2025**

Account summary

Total valuation as at 30 September 2025 **£1,991,760.94**
Total valuation as at last statement at 31 August 2025 **£850,575.12**

Holdings as at 30 September 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	1,991,760.9400	£1.00	£1,991,760.94
			Total value
			£1,991,760.94

Transactions for the period from 31 August 2025 to 30 September 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/09/2025	Income Reinvestment	2,962.3700	£1.0000	£2,962.37
23/09/2025	Deposit	1,138,223.4500	£1.0000	£1,138,223.45

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

The average Fund yield for this period was 4.03% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Sep 2025	02/10/2025	Reinvestment	£3,829.34	PS3078701-001

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

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

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

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

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

Item 17c

CCLA Public Sector Deposit Fund Investment – Share Certificate

Subscription contract note

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

23 September 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**

Subscription transaction details

Contract reference	8150407
Order date and time	23 Sep 2025 09:00:00
Valuation date and time	23 Sep 2025 11:30:00
Settlement date	23 September 2025
Fund name	Public Sector Deposit Fund SC4 - Public Sector
International Securities Identification Number (ISIN)	GB00B3LDFH01
Name/designation	LUDLOW TOWN COUNCIL
Order type	Value
Number of units/shares	1,138,223.450
Value	£1,138,223.45
Unit/share price	100 pence

Please retain this document for future reference as evidence of the transaction(s) stated above.

We wish to maintain up-to-date records of your account. Should there be any changes to your account details, please contact Client Services.

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

Item 17d

CCLA Public Sector Deposit Fund Investment – Sell Share Funds Transfer

Redemption contract note

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

6 October 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**

Redemption transaction details

Contract reference	8183319
Order date and time	3 Oct 2025 15:47:00
Valuation date and time	6 Oct 2025 11:30:00
Settlement date	6 October 2025
Fund name	Public Sector Deposit Fund SC4 - Public Sector
International Securities Identification Number (ISIN)	GB00B3LDFH01
Name/designation	LUDLOW TOWN COUNCIL
Order type	Value
Number of units/shares	45,408.870
Value	£45,408.87
Unit/share price	100 pence

Please retain this document for future reference as evidence of the transaction(s) stated above. Proceeds of sales will be paid within two working days.

We wish to maintain up-to-date records of your account. Should there be any changes to your account details, please contact Client Services.

If you have requested to close this account, any outstanding Interest or dividends will be paid to the nominated bank account at the fund's next distribution payment date.

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

Item 17e

CCLA Public Sector Deposit Fund Investment – Interest Rates

	CCLA	Barclays
Jan-23	3.52%	0.65%
Feb-23	3.90%	0.65%
Mar-23	4.12%	0.90%
Apr-23	4.23%	1%
May-23	4.44%	1%
Jun-23	4.78%	1.20%
Jul-23	4.93%	1.55%
Aug-23	5.11%	1.55%
Sep-23	5.19%	1.65%
Oct-23	5.26%	1.65%
Nov-23	5.26%	1.65%
Dec-23	5.27%	1.75%
Jan-24	5.27%	1.75%
Feb-24	5.25%	1.75%
Mar-24	5.23%	1.75%
Apr-24	5.22%	1.75%
May-24	5.21%	1.75%
Jun-24	5.20%	1.75%
Jul-24	5.18%	1.75%
Aug-24	5.04%	1.75%
Sep-24	4.99%	1.75%
Oct-24	4.94%	1.75%
Nov-24	4.81%	1.75%
Dec-24	4.75%	1.70%
Jan-25	4.72%	1.70%
Feb-25	4.57%	1.70%
Mar-25	4.50%	1.60%
Apr-25	4.46%	1.60%
May-25	4.34%	1.60%
Jun-25	4.27%	1.55%
Jul-25	4.23%	1.55%
Aug-25	4.11%	1.45%