



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
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Despatch date: 2nd April 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 7th April 2025 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **FINANCE INFORMATION**
- **CLIMATE ACTION TASK & FINISH GROUP**
- **CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**

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, left 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. Apologies

To note apologies for absence from members of the Committee.

4. Declarations of Interests

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

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

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

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

6. Ludlow's Unitary Councillors Session – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

7. Minutes

To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 24th February 2025**.

8. Items to Action

To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **24th February 2025**.



	ITEM	Attachment
9.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for January and February 2025.	9a
b)	Reconciliation for January and February 2025.	9b
c)	Barclaycard - Payments, Income & Reconciliation for January and February 2025.	9c
d)	PayPal – Payments, Income & Reconciliation for January and February 2025.	9d
e)	Petty Cash – Payments, Income & Reconciliation for January and February 2025.	9e
f)	Public Sector Deposit Fund – Payments, Income & Reconciliation for January and February 2025.	9f
g)	Income - Payments, Income & Reconciliation for January and February 2025.	9g
h)	Electric Vehicle Charging - Payments, Income & Reconciliation for January and February 2025.	9h
i)	Mayor’s Charity Account - Payments, Income & Reconciliation for October, November, December 2024, January and February 2025.	9i
j)	Mayor’s Charity Account Income Payments, Income & Reconciliation for October, November, December 2024, January and February 2025.	9j
10.	AGED DEBTORS	
a)	To consider a report on debtors.	10a
11.	POLICY REVIEW	
a)	To consider information regarding a Neonatal Care Leave Policy.	11a
12.	CLIMATE ACTION TASK AND FINISH GROUP	
a)	To receive the minutes of the Climate Action Task and Finish Group meeting held on the 27 th March 2025	12a
b)	To consider the recommendations from the Climate Action Task and Finish Group meeting held on the 27 th March 2025	12b
13.	NON DOMESTIC RATES To receive a verbal update/report.	No papers
14.	CIL NEIGHBOURHOOD To note that Shropshire Council hopes to notify the CIL Neighbourhood figures around the start of April. The figures have been collated but are currently being checked by finance for their accuracy, and once that process is complete details will be sent out to all Councils.	No papers
15.	CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT To note the contract subscription, and January and February 2025 statements.	15



16.	WEST MERCIA ENERGY To note the annual pricing update.	16
M e m b e r s h i p Members of the Policy & Finance Committee Councillors S Waite (Chair); Garner; Gill (Vice-Chair); Ginger; Miller; Parry; and B. Waite		
Notes The next Policy & Finance Committee meeting will be held on the 16th June 2025		

ITEM 7. MINUTES

PF/170 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

A resident of Ludford asked the Committee if the Council had made provision to pay for the repair of the town wall. The Town Clerk stated that she would reply to this question in writing after the meeting.

PF/171 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/172 MINUTES

RESOLVED SW/BW (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 13th January 2025, be approved as a correct record, and signed by the Chair.

PF/173 ITEMS TO ACTION

RESOLVED SW/EG (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 13th January 2025, be noted.

PF/174 FINANCE INFORMATION

a) Payments & Income

RESOLVED SW/EG (Unanimous)

That the Cash Book Payments and Income for December 2024 be received.

PF/175 b) Payments & Income Reconciliation

RESOLVED SW/EG (Unanimous)

That the Cash Book Reconciliation for December 2024 be received.

PF/176 c) Barclaycard

RESOLVED SW/EG (Unanimous)

That the Barclaycard Payments, Income and Reconciliation for December 2024 be received.

PF/177 d) PayPal

RESOLVED SW/BW (Unanimous)

That the PayPal Payments, Income and Reconciliation for December 2024 be received.

PF/178 e) Petty Cash

RESOLVED SW/EG (Unanimous)

That the Petty Cash Payments, Income and Reconciliation December 2024 be received.

PF/179 f) Pubic Sector Deposit Fund

RESOLVED SW/EG (Unanimous)

That the Public Sector Deposit Fund Payments, Income and Reconciliation for December 2024 be received.

PF/180 g) Income

RESOLVED SW/EG (Unanimous)

That the Income and Reconciliation; Income Payments, Income and Reconciliation for December 2024 be received.

PF/181 h) Electric Vehicle Charging

RESOLVED SW/EG (Unanimous)

That the Electric Vehicle Charging Payments, Income and Reconciliation for December 2024 be received.

PF/182 **AGED DEBTORS**

RESOLVED SW/EG (Unanimous)

That the Current and Aged Debtors list and report be received.

PF/183 THIRD QUARTER INCOME AND EXPENDITURE 2024/25

a) Income and Expenditure Report

RESOLVED SW/EG (Unanimous)

That the Third Quarter Income and Expenditure Report 2024/25, be noted.

PF/184 b) Exceptions Report

RESOLVED SW/BW (Unanimous)

That the Third Quarter Exceptions Report 2024/25, be approved.

PF/185 POLICY REVIEW

a) Investment Policy

The Town Clerk explained that the policy had been updated to reflect the Council's recent investment decision.

RECOMMENDED SW/EG (Unanimous)

That the Investment Policy, as amended, be adopted.

PF/186 b) Policy for Handling of Fundraising Bucket Collection and Static Fundraising Tins for the Mayor's Charity

RECOMMENDED SW/EG (Unanimous)

That the Policy for Handling of Fundraising Bucket Collection and Static Fundraising Tins for the Mayor's Charity, subject to the inclusion of the following paragraph at 4.1.4 "The amount is to be verified by a separate member of staff to the collector prior to banking.", be adopted.

PF/187 CLIMATE ACTION TASK AND FINISH GROUP

a) Minutes

RESOLVED EG/BW (Unanimous)

That the minutes of the Climate Action Task and Finish Group meeting held on the 13th February 2025 be received.

PF/188 b) Task and Finish Group Recommendations

RECOMMENDED SW/EG (Unanimous)

That the recommendations from the Climate Action Task and Finish Group meeting held on the 13th of February 2025, be approved as follows: -

- a) £168 is spent from budget 101/4062 on purchasing two medium (90L) blister recycling boxes to be purchased from ReFactory and donated to Ludlow Cancer Support Group for their community initiative. That the remaining budget in 101/4062 be carried forward into the next financial year.
- b) Ludlow Town Council apply for a stall (free of charge) at the 2025 Green Festival.

PF/189 INFORMATION COMMISSIONERS OFFICE (ICO) FEES

RESOLVED SW/BW (Unanimous)

That the increased annual fee of £78 be noted.

PF/190 ALLSTAR CHARGE PASS

RECOMMENDED SW/EG (Unanimous)

That the Council apply for an Allstar Chargepass fuel account (Electric, Diesel and Petrol) with two cards.

PF/191 GOOD COUNCILLORS GUIDE

RESOLVED SW/BW (Unanimous)

That the NALC Good Councillors Guide to Finance 2025, be noted.

PF/192 BUDGETS

a) Combining of Budgets

RECOMMENDED SW/EG (Unanimous)

That the Subscriptions and Publications (101/4023), and Licence Fees (101/4054) budgets be amalgamated into budget 101/4023 – Subscription and Licence Fees.

PF/193 b) Transaction Fees Cost Centre**RECOMMENDED BW/SW (Unanimous)**

That a new cost centre (104) Transaction Fees be created and the following codes be moved from their current cost centre to:-

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	New code

PF/194 INTERNAL AUDIT AND YEAR END**RESOLVED SW/EG (Unanimous)**

That the Internal Audit date of the 15th May 2025 and Year End date of 22nd May 2025, be noted.

PF/195 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**RESOLVED SW/EG (Unanimous)**

That the CCLA Public Sector Deposit Fund Investment statement for December 2024 be noted.

PF/196 CIVIC EVENTS**RESOLVED SW/EG (Unanimous)**

That the civic events attended by the Mayor and Deputy Mayor from November 2024 to January 2025 be noted.

The meeting closed at 7.40 pm

Chair

Date

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

ITEM 8. ITEMS TO ACTION

Policy & Finance Committee
Items to Action

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

	<p>c) the library is structured to reflect the Council's Executive and Service functions.</p> <p>d) Standing Orders retain their existing standard format.</p> <p>e) the format and style of up to three policies per meeting of existing documents is reviewed by Policy and Finance within a timing plan to review the format and style all policies.</p> <p>f) Staff produce a draft template for the next meeting.</p>			
PF/20	<p><u>POLICY REVIEW</u></p> <p>a) <u>Policy Numbering</u></p> <p><u>RESOLVED (Unanimous) GG/EG</u></p> <p>That the policy categorising and indexing system be adopted and applied to all Council Policies.</p>	Implement numbering policy	In process	
PF/44	<p><u>AGED DEBTORS</u></p> <p>That:-</p> <p>a) the Outstanding Balance simple table format be used for future reporting on debtors.</p> <p>b) the Debt Recovery Policy be brought to the next Policy and Finance Committee meeting.</p>	Review Debt Recovery Policy		

PF/115	<p><u>WEST MERCIA ENERGY</u></p> <p>That the green energy proposal be noted and reviewed at a future meeting.</p>			
PF/193	<p><u>ELECTRIC VEHICLE CHARGING</u></p> <p>To request that a report be brought to Council to scope out the project, timeframe and costs for installing an electric vehicle charging compound.</p>			
PF/134	<p><u>POLICY REVIEW</u></p> <p>a) <u>Investment Policy</u></p> <p><u>RECOMMENDED SW/GG (Unanimous)</u></p> <p>To note the Investment policy and that the Council's investment in the Public Sector Deposit Fund (PSDF) be increased by £500,000.00.</p>	<p>Recommend to Full Council</p> <p>Transfer Funds</p>	<p>Done</p>	<p>09/12/24</p>
PF/135	<p>b) <u>Reserve Policy</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That:- the amended Reserves Policy be adopted.</p> <p>a) Annual Review of Reserves: To continue to monitor income trends, asset conditions, and expenditure to</p>	<p>Recommend actions to Full Council</p> <p>Transfer funds to EMR</p> <p>Recommend Policy to Full Council</p> <p>Move to Adopted Policies Folder</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>09/12/24</p> <p>20/01/25</p> <p>19/02/25</p>

	<p>adjust reserves as necessary.</p> <p>b) Income Diversification: To reduce reliance on precept by exploring grants, and sponsorships.</p> <p>c) Proactive Asset Management: To conduct regular inspections of listed buildings, play areas, and other high-risk assets to prevent unexpected costs.</p> <p>d) Cost Monitoring: To continuously monitor operating expenses to ensure reserves remain adequate and proportionate to risks through Policy and Finance Committee.</p> <p>e) Reserve Levels To approve a General Reserve of £300,000 or equivalent to 3 months of operating expenditure, providing a balance between flexibility and prudent risk management.</p> <p>f) Earmarked Reserves: To approve total earmarked reserves of £600,000 - £800,000.</p> <p>g) Breakdown: Listed buildings maintenance: £200,000 Play areas and public toilets: £75,000. Market infrastructure: £50,000.</p>	<p>Circulate to Staff/ Councillors</p>	<p>Done</p>	<p>19/02/25</p>
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	<p>Staffing contingencies: £50,000. Legal and regulatory compliance: £30,000. Other projects / devolution costs: £350,000</p> <p>h) To approve building total reserves of £900,000 to £1.1 million to ensure the council can handle both short-term operational risks and long-term capital obligations.</p>			
PF/172	<p><u>MINUTES</u></p> <p>That the minutes of the Policy and Finance Committee meeting held on the 13th January 2025, be approved as a correct record, and signed by the Chair.</p>	<p>Sign minute File minutes Put online</p>	<p>Done Done</p>	<p>24/02/25 26/02/25</p>
PF/185	<p><u>POLICY REVIEW</u></p> <p>a) <u>Investment Policy</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the Investment Policy, as amended, be adopted.</p>	<p>Recommend actions to Full Council</p> <p>Recommend Policy to Full Council</p> <p>Move to Adopted Policies Folder</p> <p>Circulate to Staff/ Councillors</p>		
PF/186	<p>b) <u>Policy for Handling of Fundraising Bucket Collection and Static</u></p>			

	<p><u>Fundraising Tins for the Mayor’s Charity</u></p> <p><u>RECOMMENDED SW/EG</u> (Unanimous)</p> <p>That the Policy for Handling of Fundraising Bucket Collection and Static Fundraising Tins for the Mayor’s Charity, subject to the inclusion of the following paragraph at 4.1.4 “The amount is to be verified by a separate member of staff to the collector prior to banking.”, be adopted.</p>			
<p>PF/188</p>	<p><u>Task and Finish Group Recommendations</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the recommendations from the Climate Action Task and Finish Group meeting held on the 13th of February 2025, be approved as follows: -</p> <p>a) £168 is spent from budget 101/4062 on purchasing two medium (90L) blister recycling boxes to be purchased from</p>			

	<p>ReFactory and donated to Ludlow Cancer Support Group for their community initiative. That the remaining budget in 101/4062 be carried forward into the next financial year.</p> <p>b) Ludlow Town Council apply for a stall (free of charge) at the 2025 Green Festival.</p>			
<p>PF/190</p>	<p><u>ALLSTAR CHARGE PASS</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the Council apply for an Allstar Chargepass fuel account (Electric, Diesel and Petrol) with two cards.</p>			
<p>PF/192</p>	<p><u>BUDGETS</u></p> <p>a) <u>Combining of Budgets</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the Subscriptions and Publications (101/4023), and Licence Fees (101/4054) budgets be amalgamated into budget 101/4023 – Subscription and Licence Fees.</p>			

<p>PF/193</p>	<p>b) <u>Transaction Fees Cost Centre</u></p> <p><u>RECOMMENDED BW/SW (Unanimous)</u></p> <p>That a new cost centre (104) Transaction Fees be created and the following codes be moved from their current cost centre to:-</p> <table data-bbox="488 531 1106 1150"> <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 colspan="2">New code – Guildhall Card Payment Fees</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				
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<p>PF/160</p>	<p><u>Debt to Insolvent Company</u></p> <p><u>RECOMMENDED SW/EG (4:0:1)</u></p> <p>That the MPS (NW) Ltd debt, in the sum of £4,249.15, be written off.</p>	<p>Recommend to Full Council</p> <p>Write off debt</p>	<p>Done</p> <p>Done</p>	<p>20/01/25</p> <p>31/01/25</p>														

PF/136	c) <u>Financial Regulations</u> <u>RECOMMENDED SW/GG (Unanimous)</u> That the amended Financial Regulation be adopted.	Recommend to Full Council	Done	20/01/25
		Move to Adopted Policies Folder	Done	20/01/25
		Circulate to Staff/ Councillors	Done	20/01/25
PF/137	d) <u>Pension Policy</u> <u>RECOMMENDED SW/EG (Unanimous)</u> That the Pension Policy be readopted.	Recommend to Full Council	Done	20/01/25
		Move to Adopted Policies Folder	Done	19/02/25
		Circulate to Staff/ Councillors	Done	19/02/25
PF/148	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 2 nd December 2024, be approved as a correct record, and signed by the Chair.	Sign minute	Done	13/01/25
		File minutes	Done	15/01/25
		Put online	Done	19/02/25
			Done	
PF/101	<u>AGED DEBTORS</u> That the Council seek a Small Claims Court judgement in regards to the outstanding invoices against Managed Print Solutions NW Ltd.	Make claim	Superseded by PF/160	20/01/25
PF/161	<u>POLICY REVIEW</u>	Recommend to Full Council	Done	20/01/25

	<p><u>Health and Safety Policy</u></p> <p><u>RECOMMENDED SW/VP (Unanimous)</u></p> <p>That the Health and Safety Policy, as amended, be adopted.</p>	<p>Move to Adopted Policies Folder</p> <p>Circulate to Staff/ Councillors</p>	<p>Done</p> <p>Done</p>	<p>29/01/25</p> <p>29/01/25</p>
PF/162	<p><u>LUDLOW HOSPITAL PUBLIC MEETING</u></p> <p>That the Council call a public meeting on the 4th February 2025 to follow up from the Full Council Ludlow Hospital agenda item on the 20th January 2025.</p>	<p>Call a public meeting</p>	<p>Done</p>	<p>14/01/24</p>
PF/133	<p><u>INTERNAL AUDIT</u></p> <p><u>RECOMMENDED SW/GG (Unanimous)</u></p> <p>That the Interim Internal Auditors observations from November 2024 and the status of the observation actions from Year End 2024 be approved.</p>	<p>Recommend to Full Council</p>	<p>Done</p>	<p>09/12/24</p>
PF/119	<p><u>MINUTES</u></p> <p>That the minutes of the Policy and Finance Committee meeting held on the 21st October 2024, be approved as a correct record, and signed by the Chair.</p>	<p>Sign minute</p> <p>File minutes</p> <p>Put online</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>02/12/24</p> <p>04/12/24</p> <p>08/01/24</p>

PF/104	<p><u>POLICY REVIEW</u></p> <p>a) <u>Sexual Harassment Policy</u></p> <p><u>RECOMMENDED TG/BW (Unanimous)</u></p> <p>That the Sexual Harassment Policy be adopted.</p>	Recommend to Full Council	Done	28/10/24
		Move to Adopted Policies Folder	Done	01/11/24
		Circulate to Staff/ Councillors	Done	01/11/24
PF/105	<p>b) <u>Sexual Harassment Action Plan and Risk Assessment</u></p> <p><u>RECOMMENDED SW/BW (Unanimous)</u></p> <p>That the Sexual Harassment Action Plan and Risk Assessment be approved.</p>	Recommend to Full Council	Done	28/10/24
		Move to Adopted Policies Folder	Done	01/11/24
		Circulate to Staff/ Councillors	Done	01/11/24
PF/106	<p>c) <u>Disciplinary and Grievance Policy</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the amended Disciplinary and Grievance Policy be adopted.</p>	Recommend to Full Council	Done	28/10/24
		Move to Adopted Policies Folder	Done	01/11/24
		Circulate to Staff/ Councillors	Done	01/11/24
PF/91	<p><u>MINUTES</u></p> <p>That the minutes of the Policy and Finance Committee meeting held on the 9th September 2024, be approved as a correct record, and signed by the Chair.</p>	Sign minute	Done	21/10/24
		File minutes	Done	23/10/24
		Put online	Done	23/10/24

PF/78	<u>POLICY REVIEW</u>	Recommend to Full Council	Done	16/09/24
	b) <u>Planning for the Future Statement</u>	Move to Adopted Policies Folder	Done	23/09/24
	<u>RECOMMENDED GG/BW (Unanimous)</u> That the Planning for the Future Statement be adopted.	Circulate to Staff/ Councillors/Website	Done	11/10/24
PF/80	c) <u>Social Media Policy & Disciplinary Policy</u>	Recommend to Full Council	Done	16/09/24
	<u>RECOMMENDED SW/BW (Unanimous)</u>	Move to Adopted Policies Folder	Done	23/09/24
	That the amended Social Media Policy and Disciplinary Policy be adopted.	Circulate to Staff/ Councillors	Done	23/09/24
PF/79	b) <u>Staff Code of Conduct</u>	Recommend to Full Council	Done	16/09/24
	<u>RECOMMENDED SW/GG (Unanimous)</u>	Move to Adopted Policies Folder	Done	17/09/24
	That the Staff Code of Conduct be adopted.	Circulate to Staff/ Councillors	Done	19/09/24
PF/164	<u>CASHLESS MARKET RENT PAYMENTS</u>	Recommend to Full Council	Done	04/03/24
	<u>RECOMMENDED (Unanimous) GG/AU</u>	Set up Market SumUp account	Done	28/06/24
	That:- a) a separate SumUp account to be set up for Market transactions;	Purchase SumUp Solo	Done	13/03/24
	b) a SumUp Solo machine be purchased	Introduce card payment on	Done	03/07/24

	for £79.00; c) the procedure modifications outlined in the report be put into place for the use and reconciliation of rent payments.	the market Finalise written procedure	Done	21/10/24
PF/49	<u>POLICY REVIEW</u> <u>Planning for the Future Statement</u> That the Planning for the Future Statement be revised to align it more closely with existing policies.	Rewrite and bring back to P&F Committee	Done	09/09/24
PF/62	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on the 22 nd July 2024, be approved as a correct record, and signed by the Chair.	Sign minute File minutes Put online	Done Done Done	09/09/24 10/09/24 16/10/24
PF/48	<u>POLICY REVIEW</u> <u>Buildings, Equipment and Facilities Inspection and Maintenance Policy</u> <u>RECOMMENDED SW/TG (Unanimous)</u> That the Buildings, Equipment and Facilities Inspection and Maintenance Policy be adopted.	Recommend to Full Council Move to Adopted Policies Folder Circulate to Staff/ Councillors	Done Done Done	29/07/24 30/07/24 04/09/24
PF/43	<u>MINUTES</u> That the minutes of the Policy and Finance	Sign minute File minutes Put online	Done Done Done	22/07/24 30/08/24 30/08/24

	Committee meeting held on the 10 th of June 2024, be approved as a correct record, and signed by the Chair.			
PF/161	<p><u>AGED DEBTORS</u></p> <p>That:-</p> <p>a) the Current and Aged Debtors list be received.</p> <p>b) a solicitors letter be sent to MPS regarding the outstanding debt.</p>	Letter	Done	11/07/24
PF/195	<p><u>HISTORIC STATUTE BOOKS</u></p> <p><u>RECOMMENDED SW/EG (Unanimous)</u></p> <p>That the nine historic Statute Books dating from 1688 to 1809 be donated to Shropshire Archives.</p>	<p>Recommend to Full Council</p> <p>Donate to Shropshire Archives</p>	Done	08/05/24
			Done	16/07/24
PF/04	<p><u>ELECTION OF VICE-CHAIR OF POLICY AND FINANCE COMMITTEE</u></p> <p>That the election of Vice-Chair of Policy and Finance Committee be deferred to the next meeting.</p>	Defer to next meeting	Done	22/07/24
PF/10	<p><u>MINUTES</u></p> <p>That the minutes of the Policy and Finance Committee meeting held on the 15th of April 2024, be approved as a correct</p>	<p>Sign minute</p> <p>File minutes</p> <p>Put online</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>10/06/24</p> <p>12/06/24</p> <p>12/06/24</p>

	record, and signed by the Chair.			
PF/22	<u>POLICY REVIEW</u>	Recommend to Full Council	Done	17/06/24
	<u>a) New NALC Model Financial Regulations</u>	Move to Adopted Policies Folder	Done	11/07/24
	<u>RECOMMENDED SW/BW (Unanimous)</u> That the new NALC Model Financial Regulations be adopted.	Circulate to Staff/ Councillors/ Website	Done	11/07/24
PF/23	<u>b) Biodiversity Policy</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED EG/BW (Unanimous)</u>	Move to Adopted Policies Folder	Done	11/07/24
	That the Biodiversity Policy, subject to the addition of “noticeboards” in the Reporting section of the Action Plan, be adopted.	Circulate to Staff/ Councillors	Done	11/07/24
PF/24	<u>c) Statement on Duties Related to Biodiversity</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED SW/AU (Unanimous)</u>	Move to Adopted Policies Folder	Done	11/07/24
	That the Statement on Duties Related to Biodiversity be adopted.	Circulate to Staff/ Councillors/ Website	Done	11/07/24
PF/25	<u>d) Statement on Duties Related to Crime and Disorder</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED SW/EG (Unanimous)</u>	Move to Adopted Policies Folder	Done	11/07/24

	That the Statement on Duties Related to Crime and Disorder be adopted.	Circulate to Staff/ Councillors/ Website	Done	11/07/24
PF/26	<u>e) Appraisal Policy</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED EG/BW (Unanimous)</u>	Move to Adopted Policies Folder	Done	11/07/24
	That the Appraisal Policy and Appraisal Form be adopted.	Circulate to Staff/ Councillors	Done	11/07/24
PF/27	<u>f) Staff Induction Policy</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED SW/EG (Unanimous)</u>	Move to Adopted Policies Folder	Done	11/07/24
	That the Staff Induction Policy and Induction Checklist be adopted.	Circulate to Staff/ Councillors	Done	11/07/24
PF/28	<u>g) Councillor Induction Policy</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED SW/EG (Unanimous)</u>	Move to Adopted Policies Folder	Done	11/07/24
	That the Councillor Induction Policy and Induction Checklist, subject to the amendment of “May” to “July” in paragraph 4.5, be adopted.	Circulate to Staff/ Councillors	Done	11/07/24
PF/31	<u>BUTTERCROSS MUSEUM BUSINESS RATES</u>	Recommend to Full Council	Done	17/06/24
	<u>RECOMMENDED SW/EG (Unanimous)</u>	Contact Goodman Nash	Done	26/06/24

	That the Council engage the services of Goodman Nash to challenge the rateable value of the Buttercross.			
PF/188	a) <u>Employee Handbook</u> <u>RECOMMENDED SW/BW (4:0:1)</u> That the amended Employee Handbook, subject to the replacement of the word 'Company' with 'Council', be adopted.	Recommend to Full Council	Done	08/05/24
		Move to Adopted Policies Folder	Done	05/06/24
		Circulate to Staff/ Councillors/ Website	Done	05/06/24
PF/189	b) <u>Flexible Working Policy</u> <u>RECOMMENDED SW/BW (4:0:1)</u> That the amended Flexible Working Policy be adopted.	Recommend to Full Council	Done	08/05/24
		Move to Adopted Policies Folder	Done	05/06/24
		Circulate to Staff/ Councillors/ Website	Done	05/06/24
PF/190	c) <u>Appraisal Policy</u> That the amended Appraisal Policy be brought back to Policy and Finance Committee with the template appraisal form included.	Amend Policy	Done	05/06/24
		Bring back to P&F	Done	10/06/24
PF/191	d) <u>Staff Induction Policy</u> That the Staff Induction Policy be brought back to Policy and Finance Committee with a template induction checklist.	Amend Policy	Done	05/06/24
		Bring back to P&F	Done	10/06/24

<p>PF/192</p>	<p>e) <u>Councillor Induction Policy</u></p> <p><u>RESOLVED EG/BW (Unanimous)</u></p> <p>That the Councillor Induction Policy be brought back to Policy and Finance Committee with a template induction checklist.</p>	<p>Amend Policy</p> <p>Bring back to P&F</p>	<p>Done</p> <p>Done</p>	<p>05/06/24</p> <p>10/06/24</p>
<p>PF/176</p>	<p><u>MINUTES</u></p> <p>That the minutes of the Policy and Finance Committee meeting held on 26th February 2024, be approved as a correct record, and signed by the Chair.</p>	<p>Sign minute</p> <p>File minutes</p> <p>Put online</p>	<p>Done</p> <p>Done</p> <p>Done</p>	<p>15/04/24</p> <p>17/04/24</p> <p>01/05/24</p>
<p>PF/187</p>	<p><u>POLICY REVIEW</u></p> <p>a) <u>Employee Handbook</u></p> <p><u>RECOMMENDED TG/EG (4:0:1)</u></p> <p>That the 'Welcome' page be deleted from the Employee Handbook.</p>	<p>Recommend to Full Council</p>	<p>Done</p>	<p>08/05/24</p>

ITEM 9a.

**CASHBOOK –
PAYMENTS AND INCOME FOR JANUARY & FEBRUARY 2025**

Receipts for Month 10

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 :	1,321,564.39					1,321,564.39	
	Banked: 01/01/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/01/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 01/01/2025	26.00						
	Linney Parking Meter	26.00		4.33	1075	411	21.67	Linney Parking Meter 01/01/25
	Banked: 02/01/2025	1,625.00						
1	Income Cashbook	1,625.00			205		1,625.00	Income
	Banked: 02/01/2025	22.00						
	Linney Parking Meter	22.00		3.67	1075	411	18.33	Linney Parking Meter 02/01/25
	Banked: 03/01/2025	131.00						
2	Income Cashbook	131.00			205		131.00	Income
	Banked: 03/01/2025	34.00						
	Linney Parking Meter	34.00		5.67	1075	411	28.33	Linney Parking Meter 03/01/25
	Banked: 04/01/2025	26.00						
	Linney Parking Meter	26.00		4.33	1075	411	21.67	Linney Parking Meter 04/01/25
	Banked: 05/01/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 05/01/25
	Banked: 06/01/2025	603.14						
	Market Rents	243.50			1020	201	243.50	Market Rents - 03/01/24
	Market Rents	370.00			1020	201	370.00	Market Rents - 04/01/25
	SumUp	-10.36			4524	201	-10.36	Mkt Card Payment Fee
	Banked: 06/01/2025	40.75						
	BX Museum Tickets	35.45			1006	119	35.45	BX Museum Tickets - 04/01/24
	BX Museum Tickets	6.00			1006	119	6.00	BX Museum Tickets - 05/01/25
	SumUp	-0.70			4523	119	-0.70	BX Museum Card Fee
	Banked: 06/01/2025	837.00						
	Sales Recpts Page 705	837.00	837.00		101			Sales Recpts Page 705
	Banked: 06/01/2025	2.00						
	Linney Parking Meter	2.00		0.33	1075	411	1.67	Linney Parking Meter 06/01/25
	Banked: 08/01/2025	837.00						
	Sales Recpts Page 706	837.00	837.00		101			Sales Recpts Page 706
	Banked: 08/01/2025	249.00						
	Sales Recpts Page 707	249.00	249.00		101			Sales Recpts Page 707
	Banked: 08/01/2025	1,390.00						
	Sales Recpts Page 708	1,390.00	1,390.00		101			Sales Recpts Page 708
	Banked: 08/01/2025	25.00						
	Heiron	25.00			1051	401	25.00	Cem Transfer -Genner J/10/2153

Receipts for Month 10

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: 09/01/2025	730.00						
3	Income Cashbook	730.00			205		730.00	Income
	Banked: 09/01/2025	1,031.00						
	Sales Recpts Page 702	1,031.00	1,031.00		101			Sales Recpts Page 702
	Banked: 09/01/2025	63.41						
	Market Rents	64.50			1020	201	64.50	Market Rents - 08/01/24
	SumUp	-1.09			4524	201	-1.09	Mkt Card Payment Fee
	Banked: 09/01/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 09/01/25
	Banked: 10/01/2025	654.00						
4	Income Cashbook	654.00			205		654.00	Income
	Banked: 10/01/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 10/01/25
	Banked: 11/01/2025	2.00						
	Linney Parking Meter	2.00		0.33	1075	411	1.67	Linney Parking Meter 11/01/25
	Banked: 12/01/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 12/01/25
	Banked: 13/01/2025	615.93						
	Market Rents	273.00			1020	201	273.00	Market Rents - 10/04/24
	Market Rents	353.50			1020	201	353.50	Market Rents - 11/01/25
	SumUp	-10.57			4524	201	-10.57	Mkt Card Payment Fee
	Banked: 13/01/2025	51.81						
	BX Museum Tickets	12.60			1006	119	12.60	BX Museum Tickets - 10/01/25
	BX Museum Tickets	22.80			1006	119	22.80	BX Museum Tickets - 11/01/25
	BX Museum Donations	0.30			1007	119	0.30	BX Museum Donations - 11/01/25
	BX Museum Sales	0.20		0.03	1008	119	0.17	BX Museum Sales - 11/01/25
	BX Museum Tickets	16.80			1006	119	16.80	BX Museum Tickets - 12/01/25
	SumUp	-0.89			4523	119	-0.89	BX Museum Card Fee
	Banked: 13/01/2025	2.00						
	Linney Parking Meter	2.00		0.33	1075	411	1.67	Linney Parking Meter 13/01/25
	Banked: 13/01/2025	1,275.00						
	Transfer from Mayor's Charity	1,275.00			4200	105	1,275.00	Reimburse Charity Dinner Costs
	Banked: 14/01/2025	899.00						
	Sales Recpts Page 703	899.00	899.00		101			Sales Recpts Page 703
	Banked: 14/01/2025	25.07						
	Market Rents	25.50			1020	201	25.50	Market Rents - 13/01/25
	SumUp	-0.43			4524	201	-0.43	Mkt Card Payment Fee
	Banked: 14/01/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 14/01/25

Receipts for Month 10

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: 15/01/2025	685.50						
	Sales Recpts Page 704	685.50	685.50		101			Sales Recpts Page 704
	Banked: 15/01/2025	12.00						
	Linney Parking Meter	12.00		2.00	1075	411	10.00	Linney Parking Meter 15/01/25
	Banked: 16/01/2025	915.00						
5	Income Cashbook	915.00			205		915.00	Income
	Banked: 16/01/2025	75.70						
	Market Rents	77.00			1020	201	77.00	Market Rents - 15/01/24
	SumUp	-1.30			4524	201	-1.30	Mkt Card Payment Fee
	Banked: 16/01/2025	14.00						
	Linney Parking Meter	14.00		2.33	1075	411	11.67	Linney Parking Meter 16/01/25
	Banked: 17/01/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 17/01/25
	Banked: 18/01/2025	14.00						
	Linney Parking Meter	14.00		2.33	1075	411	11.67	Linney Parking Meter 18/01/25
	Banked: 19/01/2025	36.00						
	Linney Parking Meter	36.00		6.00	1075	411	30.00	Linney Parking Meter 19/01/25
	Banked: 20/01/2025	1,075.00						
6	Income Cashbook	1,075.00			205		1,075.00	Income
	Banked: 20/01/2025	679.83						
	Market Rents	319.50			1020	201	319.50	Market Rents - 17/01/25
	Market Rents	372.00			1020	201	372.00	Market Rents - 18/01/25
	SumUp	-11.67			4524	201	-11.67	Mkt Card Payment Fee
	Banked: 20/01/2025	54.47						
	BX Museum Tickets	3.60			1006	119	3.60	BX Museum Tickets - 17/01/25
	BX Museum Tickets	35.60			1006	119	35.60	BX Museum Tickets - 18/01/25
	BX Museum Tickets	16.20			1006	119	16.20	BX Museum Tickets - 19/01/25
	SumUp	-0.93			4523	119	-0.93	BX Museum Card Fee
	Banked: 20/01/2025	40.00						
	Frys Furnishings	40.00			1018	101	40.00	Street Trading Permit No. 878
	Banked: 20/01/2025	16.00						
	Linney Parking Meter	16.00		2.67	1075	411	13.33	Linney Parking Meter 20/01/25
	Banked: 21/01/2025	34.90						
	Market Rents	35.50			1020	201	35.50	Market Rents - 20/01/25
	SumUp	-0.60			4524	201	-0.60	Mkt Card Payment Fee
	Banked: 21/01/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 21/01/25
	Banked: 22/01/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 22/01/25

Receipts for Month 10

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: 23/01/2025	1,450.00						
7	Income Cashbook	1,450.00			205		1,450.00	Income
	Banked: 23/01/2025	90.45						
	Market Rents	92.00			1020	201	92.00	Market Rents - 22/01/25
	SumUp	-1.55			4524	201	-1.55	Mkt Card Payment Fee
	Banked: 23/01/2025	8.00						
	Linney Parking Meter	8.00		1.33	1075	411	6.67	Linney Parking Meter 23/01/25
	Banked: 24/01/2025	350.00						
	Midcounties Co-Op	350.00			4320	500	350.00	Fuel Deposit Return
	Banked: 24/01/2025	8.00						
	Linney Parking Meter	8.00		1.33	1075	411	6.67	Linney Parking Meter 24/01/25
	Banked: 25/01/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 25/01/25
	Banked: 26/01/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 26/01/25
	Banked: 27/01/2025	517.12						
	Market Rents	164.50			1020	201	164.50	Market Rents - 24/01/25
	Market Rents	361.50			1020	201	361.50	Market Rents - 25/01/25
	SumUp	-8.88			4524	201	-8.88	Mkt Card Payment Fee
	Banked: 27/01/2025	45.82						
	BX Museum Tickets	6.00			1006	119	6.00	BX Museum Tickets - 24/01/25
	BX Museum Tickets	35.80			1006	119	35.80	BX Museum Tickets - 25/01/25
	BX Museum Tickets	4.80			1006	119	4.80	BX Museum Tickets - 26/01/25
	SumUp	-0.78			4523	119	-0.78	BX Museum Card Fee
	Banked: 27/01/2025	131.00						
	Hoskins Stone Masons	131.00			1051	401	131.00	Mem Fee - R Rogers K/7/1742
	Banked: 28/01/2025	13.27						
	Market Rents	13.50			1020	201	13.50	Market Rents - 27/01/25
	SumUp	-0.23			4524	201	-0.23	Mkt Card Payment Fee
	Banked: 28/01/2025	511.00						
	Sales Recpts Page 709	511.00	511.00		101			Sales Recpts Page 709
	Banked: 28/01/2025	100.00						
	J Evans	100.00			1018	101	100.00	Street Trading Permit No. 880
	Banked: 28/01/2025	14.00						
	Linney Parking Meter	14.00		2.33	1075	411	11.67	Linney Parking Meter 28/01/25
	Banked: 29/01/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 29/01/25
	Banked: 30/01/2025	1,335.00						
8	Income Cashbook	1,335.00			205		1,335.00	Income

Receipts for Month 10

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: 30/01/2025	83.56						
	Market Rents	85.00			1020	201	85.00	Market Rents - 29/01/25
	SumUp	-1.44			4524	201	-1.44	Mkt Card Payment Fee
	Banked: 30/01/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 30/01/25
	Banked: 31/01/2025	40.00						
	Feathers Hotel	40.00			1166	105	40.00	Mayor's Event Refund
	Banked: 31/01/2025	12.00						
	Linney Parking Meter	12.00		2.00	1075	411	10.00	Linney Parking Meter 31/01/25
Total Receipts for Month		21,873.39	6,439.50	66.02			15,367.87	
Cashbook Totals		<u>1,343,437.78</u>	<u>6,439.50</u>	<u>66.02</u>			<u>1,336,932.26</u>	

Payments for Month 10

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>
01/01/2025	Shropshire Council	Std Ord	2,495.00			4011	201	2,495.00	NDR Mkt
01/01/2025	Shropshire Council	Std Ord	176.00			4011	401	176.00	NDR Cem
01/01/2025	Shropshire Council	Std Ord	55.00			4011	411	55.00	NDR Linney
01/01/2025	Shropshire Council	Std Ord	576.00			4011	119	576.00	NDR BX
01/01/2025	TV Licence	Std Ord	15.00			4054	101	15.00	TV Licence
02/01/2025	Water Plus	3	49.21	49.21		501			BX Water - 2024-25
07/01/2025	Shropshire Council	Std Ord	1,035.00			4011	121	1,035.00	NDR GH
07/01/2025	Waste Managed Ltd	4	142.80	142.80		501			Depot Waste Removal - Jan 25
09/01/2025	West Mercia Energy	1	2,137.42	2,137.42		501			Cem Electric - Oct 24
09/01/2025	Barclays Bank	17	88.18	88.18		501			Bank Charges - Nov-Dec 25
13/01/2025	Barclaycard	5	3,189.06			204		3,189.06	Barclaycard
16/01/2025	West Mercia Energy	2	2,531.23	2,531.23		501			BX Gas - Nov 24
16/01/2025	Alphabet (UK) Ltd	19	539.99	539.99		501			Van Leasehire - MJ73 VZY
16/01/2025	Alphabet (UK) Ltd	20	539.99	539.99		501			Van Leasehire - MJ73 ZGH
16/01/2025	Alphabet (UK) Ltd	21	403.19	403.19		501			Van Leasehire - LD23 TLT
17/01/2025	Water Plus	6	267.03	267.03		501			Castle St Toi Water - Dec 24
17/01/2025	Plusnet plc	7	29.12	29.12		501			GH Broadband
20/01/2025	Water Plus	8	411.38	411.38		501			Smithfield Toi Water - Dec 24
20/01/2025	The Midcountries Co-operative	18	203.16	203.16		501			Fuel - LD23 TLT
21/01/2025	Cheaper Waste Ltd	9	829.72	829.72		501			Mkt Waste Removal
22/01/2025	Ludlow Town Council Payroll	16	14,308.99	14,308.99		501			Payroll - Dec 24
23/01/2025	EE Ltd	10	348.00	348.00		501			Mobile Phone Charges
23/01/2025	Water Plus	11	57.71	57.71		501			Mkt Water - Dec 24
24/01/2025	Amanda Gray	1530678350	54.00	54.00		501			BX Merch - Jewellery
24/01/2025	JPS	1530686302	51.04	51.04		501			Cable Ties/Rope
24/01/2025	GoCustom Clothing	1530683256	154.02	154.02		501			DLF Workwear
24/01/2025	Morris, Bufton & Co Ltd	1530684399	13.94	13.94		501			Wheel
24/01/2025	Apex Market Stalls	1530680548	19.56	19.56		501			Mkt Stalls Plastic Bung x30
24/01/2025	Flowbird Smart City UK Limited	1530690321	92.76	92.76		501			Linney Meter Card Fee
24/01/2025	Stephen J Weaver (Wooferton) L	1530691962	120.00	120.00		501			Town Walls Storage - Feb 25
24/01/2025	Herefordshire & Ludlow College	1530684354	800.00	800.00		501			Seniors Party Room/Catering
24/01/2025	Carr & Sons	1730966238	200.00	200.00		501			Soil Improver Castle Gardens
24/01/2025	LLanerch Arboriculture	1530682126	250.00	250.00		501			Tree Works Castle Gard/St John
24/01/2025	Vision ICT Ltd	2231332857	8.00	8.00		501			New Staff Email - AD
24/01/2025	Geldards LLP	1530692452	9,441.60	9,441.60		501			Non-Disclosure Agreement
24/01/2025	Ludlow Homecare Ltd	1530682085	334.38	334.38		501			BX Redecorating Supplies
24/01/2025	Shropshire Council	1530690103	330.00	330.00		501			Staff Counselling Sessions x5

Payments for Month 10

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>
24/01/2025	Society of Local Council Clerk	1530690112	72.00	72.00		501			Council as a Landlord - GW
24/01/2025	Street Trader Refunds	1730964174	79.00	79.00		501			S McCarty - ST Refund 869/869A
24/01/2025	Print Resource	1530690332	276.60	276.60		501			Winter Festival Leaflets x2000
24/01/2025	Ludlow Chamber of Trade & Comm	1530680802	50.00	50.00		501			Chamber Annual Membership 2025
24/01/2025	Visit Shropshire Hills C.I.C	1730887050	45.00	45.00		501			Shrop Hills Membership 24/25
24/01/2025	Roundabout Stationery	1630739490	48.55	48.55		501			Stationery
24/01/2025	Woolliscroft Groundworks Ltd	2331424443	1,602.60	1,602.60		501			Allotments Drainage Works
24/01/2025	Hire Equipment (Ludlow) Ltd	1530684285	1,696.08	1,696.08		501			Xmas Lights - Cherrypicker Hire
24/01/2025	Border Engineering & Fabricati	1730885787	50.40	50.40		501			Depot Key Bar x2
24/01/2025	Phil Morgan Contracting	1530689821	3,720.00	3,720.00		501			Wheeler Road Hedge Cutting
24/01/2025	A Heiron	1530681289	662.00	662.00		501			Grave Dig -LM Genner J/10/2153
24/01/2025	ASE Plumbing & Heating Supplie	1530679467	18.53	18.53		501			BX Museum - Grout
24/01/2025	TFM Farm & Country Superstore	1530691939	314.36	314.36		501			SIN7608100/TFM Farm & Country
24/01/2025	Blueprint Travel Media Ltd	2231333066	384.00	384.00		501			Mkt Advertising
24/01/2025	Furniture@work	1530680821	112.80	112.80		501			Office Chair - GH
24/01/2025	Ludlow Historical Research Gro	2231328396	15.00	15.00		501			BX Merch Trouser Factory Books
24/01/2025	AJD Contracts	1530678901	4,837.06	4,837.06		501			Electrical 2 Way Splitter x12
24/01/2025	Menai Foam and Board Limited	1530686215	376.44	376.44		501			Toilet Cleaning Supplies
24/01/2025	Travis Perkins Trading Co Ltd	1530690378	200.79	200.79		501			Rocksalt
24/01/2025	Cemetery Fee Refund	2331423373	25.00	25.00		501			Duplicate Fee Refund -D Thomas
24/01/2025	Mark Bishop Fire & Security	1730965382	17.76	17.76		501			Fire Alarm Replacement Battery
24/01/2025	Cleveland Biotech Ltd	1730965468	106.85	106.85		501			Smithfield Urinal Dosing
24/01/2025	Ludlow Town Council Payroll	1	32,200.97	32,200.97		501			Payroll - Jan 25
24/01/2025	Ludlow Town Council Payroll	2	10,463.97	10,463.97		501			Payroll - Jan 25
27/01/2025	Water Plus	12	23.35	23.35		501			Linney Toi Water - Dec-Jan
27/01/2025	SCG Together	13	31.02	31.02		501			GH Telephone - Dec 24
28/01/2025	Water Plus	14	30.86	30.86		501			Cem Water - Dec-Jan
28/01/2025	Siemens Financial Servcies Ltd	1	226.80	226.80		501			Photocopier Leasehire
29/01/2025	PHS Group plc	15	414.31	414.31		501			Smithfield Sanitary Bins Feb-A
29/01/2025	Councillors Expenses	1530681605	107.91	107.91		501			Mileage - BW
31/01/2025	Border Computer Services Ltd	1530680580	1,079.34	1,079.34		501			New PC & Setup - Mkt

Total Payments for Month	101,586.83	94,045.77	0.00	7,541.06
Balance Carried Fwd	1,241,850.95			
Cashbook Totals	<u>1,343,437.78</u>	<u>94,045.77</u>	<u>0.00</u>	<u>1,249,392.01</u>

Receipts for Month 11

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 :	1,241,850.95					1,241,850.95	
	Banked: 01/02/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/02/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 01/02/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 01/02/25
	Banked: 02/02/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 02/02/25
	Banked: 03/02/2025	1,176.00						
	Sales Recpts Page 715	1,176.00	1,176.00		101			Sales Recpts Page 715
	Banked: 03/02/2025	1,037.00						
	Sales Recpts Page 716	1,037.00	1,037.00		101			Sales Recpts Page 716
	Banked: 03/02/2025	22.00						
	Linney Parking Meter	22.00		3.67	1075	411	18.33	Linney Parking Meter 03/02/25
	Banked: 03/02/2025	90.90						
	BX Museum Tickets	12.00			1006	119	12.00	BX Museum Tickets - 31/01/25
	BX Museum Tickets	49.20			1006	119	49.20	BX Museum Tickets - 01/02/25
	BX Museum Sales	9.65		1.61	1008	119	8.04	BX Museum Sales - 01/02/25
	BX Museum Tickets	21.60			1006	119	21.60	BX Museum Tickets - 02/02/25
	SumUp	-1.55			4523	119	-1.55	BX Museum Card Payment Fee
	Banked: 03/02/2025	705.38						
	Market Rents	317.50			1020	201	317.50	Market Rents - 31/01/25
	Market Rents	400.00			1020	201	400.00	Market Rents - 01/02/25
	SumUp	-12.12			4524	201	-12.12	Mkt Card Payment Fee
	Banked: 04/02/2025	22.00						
	Linney Parking Meter	22.00		3.67	1075	411	18.33	Linney Parking Meter 04/02/25
	Banked: 04/02/2025	36.87						
	Market Rents	37.50			1020	201	37.50	Market Rents - 03/02/25
	SumUp	-0.63			4524	201	-0.63	Mkt Card Payment Fee
	Banked: 05/02/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 05/02/25
	Banked: 06/02/2025	1,845.00						
5	Income Cashbook	1,845.00			205		1,845.00	Income
	Banked: 06/02/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 06/02/25
	Banked: 06/02/2025	82.09						
	Market Rents	83.50			1020	201	83.50	Market Rents - 05/02/25
	SumUp	-1.41			4524	201	-1.41	Mkt Card Payment Fee
	Banked: 07/02/2025	18.00						

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 07/02/25
	Banked: 08/02/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 08/02/25
	Banked: 09/02/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 09/02/25
	Banked: 10/02/2025	4.00						
	Linney Parking Meter	4.00		0.67	1075	411	3.33	Linney Parking Meter 10/02/25
	Banked: 10/02/2025	69.23						
	BX Museum Tickets	9.60			1006	119	9.60	BX Museum Tickets - 07/02/25
	BX Museum Tickets	30.20			1006	119	30.20	BX Museum Tickets - 08/02/25
	BX Museum Tickets	25.20			1006	119	25.20	BX Museum Tickets - 09/02/24
	BX Museum Donations	5.40			1007	119	5.40	BX Museum Donations - 09/02/25
	SumUp	-1.17			4523	119	-1.17	BX Museum Card Payment Fee
	Banked: 10/02/2025	671.94						
	Market Rents	301.00			1020	201	301.00	Market Rents - 07/02/25
	Market Rents	382.50			1020	201	382.50	Market Rents - 08/02/25
	SumUp	-11.56			4524	201	-11.56	Mkt Card Payment Fee
	Banked: 11/02/2025	10,514.54						
	HMRC	10,514.54			105		10,514.54	VAT Repay
	Banked: 11/02/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 11/02/25
	Banked: 11/02/2025	36.87						
	Market Rents	37.50			1020	201	37.50	Market Rents - 10/02/25
	SumUp	-0.63			4524	201	-0.63	Mkt Card Payment Fee
	Banked: 12/02/2025	457.00						
	Sales Recpts Page 713	457.00	457.00		101			Sales Recpts Page 713
	Banked: 12/02/2025	457.00						
	Sales Recpts Page 714	457.00	457.00		101			Sales Recpts Page 714
	Banked: 12/02/2025	12.00						
	Linney Parking Meter	12.00		2.00	1075	411	10.00	Linney Parking Meter 12/02/25
	Banked: 13/02/2025	1,285.00						
4	Income Cashbook	1,285.00			205		1,285.00	Income
	Banked: 13/02/2025	20.00						
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 13/02/25
	Banked: 13/02/2025	25.00						
	M Weight Facey	25.00			1051	401	25.00	Cem Transfer Fee - G/4/63A
	Banked: 13/02/2025	126.33						
	Market Rents	128.50			1020	201	128.50	Market Rents - 12/02/25
	SumUp	-2.17			4524	201	-2.17	Mkt Card Payment Fee

Receipts for Month 11

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: 14/02/2025	1,033.00						
	Sales Recpts Page 717	1,033.00	1,033.00		101			Sales Recpts Page 717
	Banked: 14/02/2025	20.00						
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 14/02/25
	Banked: 15/02/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 15/02/25
	Banked: 16/02/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 16/02/25
	Banked: 17/02/2025	1,150.00						
3	Income Cashbook	1,150.00			205		1,150.00	Income
	Banked: 17/02/2025	48.00						
	Linney Parking Meter	48.00		8.00	1075	411	40.00	Linney Parking Meter 17/02/25
	Banked: 17/02/2025	1,106.00						
	Sales Recpts Page 719	1,106.00	1,106.00		101			Sales Recpts Page 719
	Banked: 17/02/2025	103.24						
	BX Museum Tickets	11.60			1006	119	11.60	BX Museum Tickets - 14/02/25
	BX Museum Tickets	78.70			1006	119	78.70	BX Museum Tickets - 15/02/25
	BX Museum Tickets	14.70			1006	119	14.70	BX Museum Tickets - 16/02/25
	SumUp	-1.76			4523	119	-1.76	BX Museum Card Payment Fee
	Banked: 17/02/2025	927.55						
	Market Rents	418.50			1020	201	418.50	Market Rents - 14/02/25
	Market Rents	525.00			1020	201	525.00	Market Rents - 15/02/25
	SumUp	-15.95			4524	201	-15.95	Mkt Card Payment Fee
	Banked: 18/02/2025	26.00						
	Linney Parking Meter	26.00		4.33	1075	411	21.67	Linney Parking Meter 18/02/25
	Banked: 18/02/2025	91.42						
	Market Rents	69.50			1020	201	69.50	Market Rents - 17/02/25
	N Gumbs	23.50			1037	201	23.50	Market Rents - C&C
	SumUp	-1.58			4524	201	-1.58	Mkt Card Payment Fee
	Banked: 19/02/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 19/02/25
	Banked: 20/02/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 20/02/25
	Banked: 20/02/2025	93.39						
	Market Rents	95.00			1020	201	95.00	Market Rents - 19/02/25
	SumUp	-1.61			4524	201	-1.61	Mkt Card Payment Fee
	Banked: 21/02/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 21/02/25
	Banked: 22/02/2025	40.00						

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 22/02/25
	Banked: 23/02/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 23/02/25
	Banked: 24/02/2025	1,415.00						
2	Income Cashbook	1,415.00			205		1,415.00	Income
	Banked: 24/02/2025	4.00						
	Linney Parking Meter	4.00		0.67	1075	411	3.33	Linney Parking Meter 24/02/25
	Banked: 24/02/2025	115.52						
	BX Museum Tickets	46.80			1006	119	46.80	BX Museum Tickets - 21/02/25
	BX Museum Sales	16.90		2.82	1008	119	14.08	BX Museum Sales - 21/02/25
	BX Museum Tickets	37.00			1006	119	37.00	BX Museum Tickets - 22/02/25
	BX Museum Tickets	16.80			1006	119	16.80	BX Museum Tickets - 23/02/25
	SumUp	-1.98			4523	119	-1.98	BX Museum Card Payment Fee
	Banked: 24/02/2025	717.67						
	Market Rents	418.00			1020	201	418.00	Market Rents - 21/02/25
	Market Rents	312.00			1020	201	312.00	Market Rents - 22/02/25
	SumUp	-12.33			4524	201	-12.33	Mkt Card Payment Fee
	Banked: 25/02/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 25/02/25
	Banked: 25/02/2025	62.92						
	Market Rents	64.00			1020	201	64.00	Market Rents - 24/02/25
	SumUp	-1.08			4524	201	-1.08	Mkt Card Payment Fee
	Banked: 26/02/2025	16.00						
	Linney Parking Meter	16.00		2.67	1075	411	13.33	Linney Parking Meter 26/02/25
	Banked: 27/02/2025	12.00						
	Linney Parking Meter	12.00		2.00	1075	411	10.00	Linney Parking Meter 27/02/25
	Banked: 27/02/2025	165.17						
	Market Rents	168.00			1020	201	168.00	Market Rents - 26/02/25
	SumUp	-2.83			4524	201	-2.83	Mkt Card Payment Fee
	Banked: 28/02/2025	784.50						
	Sales Recpts Page 718	784.50	784.50		101			Sales Recpts Page 718
	Banked: 28/02/2025	16.00						
	Linney Parking Meter	16.00		2.67	1075	411	13.33	Linney Parking Meter 28/02/25
	Total Receipts for Month	29,130.19	6,050.50	101.45			22,978.24	
	Cashbook Totals	1,270,981.14	6,050.50	101.45			1,264,829.19	

Payments for Month 11

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>
01/02/2025	TV Licence	Std Ord	15.00			4054	101	15.00	TV Licence
03/02/2025	Barclays Bank	1	70.25	70.25		501			Bank Charges - Dec 24- Jan 25
06/02/2025	Mayor's Charity Account	TNSFR	136.00			1166	105	136.00	Mayor's Charity Account
07/02/2025	Waste Managed Ltd	2	142.80	142.80		501			Depot Waste Removal - Mar 25
13/02/2025	Barclaycard	6	1,899.18			204		1,899.18	Barclaycard
17/02/2025	Water Plus	3	267.03	267.03		501			Castle St Toi Water - Jan 25
17/02/2025	Plusnet plc	4	29.12	29.12		501			GH Broadband
17/02/2025	West Mercia Energy	5	2,750.16	2,750.16		501			Depot Electric - Dec 24
17/02/2025	Alphabet (UK) Ltd	6	539.99	539.99		501			Van Leasehire - MJ73 VZY
17/02/2025	Alphabet (UK) Ltd	7	539.99	539.99		501			Van Leasehire - MJ73 ZGH
17/02/2025	Alphabet (UK) Ltd	8	403.19	403.19		501			Van Leasehire - LD23 TLT
17/02/2025	AIB Merchant Services	22	68.67	68.67		501			Linney Meter Card Fee - Jan 25
21/02/2025	Water Plus	9	55.81	55.81		501			Mkt Water - Jan 25
21/02/2025	Ludlow Town Council Payroll	17	8,508.21	8,508.21		501			Payroll - Jan 25
21/02/2025	Cheaper Waste Ltd	21	830.87	830.87		501			Mkt Waste Removal
24/02/2025	Water Plus	10	88.59	88.59		501			Smithfield Water - Jan 25
24/02/2025	Water Plus	17	3.14	3.14		501			GH Water - Jan 25
24/02/2025	EE Ltd	18	347.21	347.21		501			Mobile Phone Charges
25/02/2025	West Mercia Energy	11	195.92	195.92		501			Xmas Lights Electric - Oct 24
25/02/2025	Ludlow Town Council Payroll	19	9,966.43	9,966.43		501			Payroll - Feb 25
25/02/2025	Ludlow Town Council Payroll	20	30,724.19	30,724.19		501			Payroll - Feb 25
26/02/2025	SCG Together	12	31.06	31.06		501			GH Telephone - Jan 25
27/02/2025	Siemens Financial Servcies Ltd	13	226.80	226.80		501			Photocopier Leasehire
27/02/2025	Water Plus	16	23.35	23.35		501			Linney Water - Jan-Feb 25
28/02/2025	West Mercia Energy	14	26.58	26.58		501			Linney Rec Electric - Dec 24
28/02/2025	TFM Farm & Country Superstore	1934054655	323.93	323.93		501			SIN7667422/TFM Farm & Country
28/02/2025	Julie Wilson	2634681543	30.89	30.89		501			BX Museum Merch - Paper Models
28/02/2025	EvaStore Ltd	1934054649	112.56	112.56		501			Confidential Waste Shredding
28/02/2025	Stephen J Weaver (Wooferton) L	1934055296	75.00	75.00		501			Town Walls Storage - Mar 25
28/02/2025	Kompan Ltd	1934055428	14,990.94	14,990.94		501			Housman Play Area Replacement
28/02/2025	imagin products	1934053574	38.88	38.88		501			Staff ID Badge x4
28/02/2025	Links Electrical Supplies Ltd	1934054737	18.06	18.06		501			Light Bulb - Smithfield
28/02/2025	G. E. Bright Electrical	2634683485	255.12	255.12		501			BX Museum Cabinet Light Repair
28/02/2025	Shropshire Council	1934054654	59.00	59.00		501			Managing Conflicts Training
28/02/2025	Assembly Rooms Ludlow	1934055420	154.66	154.66		501			MM Room Hire Deposit

Payments for Month 11

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>
28/02/2025	Travis Perkins Trading Co Ltd	1934053493	958.26	958.26		501			BX Museum A Board - Plywood
28/02/2025	Amanda Gray	1934053754	48.00	48.00		501			BX Museum Merch - Cards/Jewel
28/02/2025	L Fensome Groundworks	1934055416	2,756.00	2,756.00		501			Grave Digging
28/02/2025	Bewdley Town Council	2734829688	50.00	50.00		501			Bewdley Tea Party Tkts x2
28/02/2025	Roundabout Stationery	1934053490	23.17	23.17		501			Stationery
28/02/2025	Assembly Rooms Ludlow	2634677424	750.00	750.00		501			Project Support Grant - LAR BSL
28/02/2025	Morris, Bufton & Co Ltd	1934053576	348.24	348.24		501			Chain & Oil
28/02/2025	Friends of Ludlow Museum	1934054731	54.00	54.00		501			BX Museum Merch - Cards
28/02/2025	Smith of Derby Ltd	2634677443	430.80	430.80		501			BX Clock Annual Service
28/02/2025	Flowbird Smart City UK Limited	1934055121	35.40	35.40		501			Linney Card Payment Fees
28/02/2025	Hire Equipment (Ludlow) Ltd	1934054640	516.60	516.60		501			Xmas Lights - 16m Manitou Hire
28/02/2025	Ludlow Homecare Ltd	1934054735	619.81	619.81		501			Castle St Toi Cut Key - SB
28/02/2025	Ludlow Mascall Centre	2634692760	56.00	56.00		501			HR Room Hire 24/02/25
28/02/2025	Unifire & Security Ltd	1934054739	551.76	551.76		501			Fire Extinguishers Service
28/02/2025	Market Trader Refunds	1934054652	80.00	80.00		501			Xmas Mkt Refund - J Williams
28/02/2025	A Heiron	2634679757	140.00	140.00		501			Grave Dig - MJ Smith GG/5/155B
28/02/2025	Shropshire County Pension Fund	1934053768	7,299.96	7,299.96		501			Annual Deficit Lump SumPayment
28/02/2025	Menai Foam and Board Limited	1934053763	194.48	194.48		501			Toilet Cleaning Supplies
28/02/2025	Broxap Street Furniture	1934053480	876.00	876.00		501			Mem Bench - Gilchrist
28/02/2025	WorkNest Limited	2634681518	372.00	372.00		501			HR Support - Hearing Meeting
28/02/2025	Border Computer Services Ltd	2634677465	78.00	78.00		501			IT Support/Equip Hire Hearing
28/02/2025	GoCustom Clothing	1934055426	100.08	100.08		501			DLF Workwear - Polo shirts x3
28/02/2025	Vision ICT Ltd	1934054740	504.00	504.00		501			Hosting Email Accs x21 - 25/26
28/02/2025	Ludlow Training Company Ltd	2634679132	955.20	955.20		501			First Aid Training - KA/HJ
28/02/2025	Print Resource	1934053578	230.40	230.40		501			Branded Tablecloths
28/02/2025	Shropshire Youth Association	1934055297	1,500.00	1,500.00		501			SYA Grant 2024/25
28/02/2025	Ludlow Town Council Payroll	2734841232	197.87	197.87		501			Overtime - Feb 25
28/02/2025	Ludlow Town Council Payroll	2734842285	113.61	113.61		501			Overtime - Feb 25
28/02/2025	Ludlow Town Council Payroll	2734829719	197.25	197.25		501			Overtime - Feb 25
28/02/2025	Ludlow Town Council Payroll	2734841633	128.98	128.98		501			Overtime - Feb 25
28/02/2025	Ludlow Town Council Payroll	2734840373	95.63	95.63		501			Overtime - Feb 25
28/02/2025	Public Sector Deposit Fund	1	500,000.00			211		500,000.00	Transfer to PSDF
28/02/2025	Water Plus	15	21.34	21.34		501			Cem Water - Jan-Feb 25

Total Payments for Month	594,231.42	92,181.24	0.00	502,050.18
Balance Carried Fwd	676,749.72			
Cashbook Totals	<u>1,270,981.14</u>	<u>92,181.24</u>	<u>0.00</u>	<u>1,178,799.90</u>

ITEM 9b.

RECONCILIATION FOR JANUARY & FEBRUARY 2025

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	31/01/2025	10	1,240,828.95
60664030 - Current Account	31/01/2025	10	1,000.00
			<u>1,241,828.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,241,828.95
<u>Unpresented Receipts (Plus)</u>			
30/01/2025		10.00	
31/01/2025		12.00	
			<u>22.00</u>
			1,241,850.95
		Balance per Cash Book is :-	1,241,850.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	28/02/2025	11	675,721.72
60664030 - Current Account	28/02/2025	11	1,000.00
			<u>676,721.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			676,721.72
<u>Unpresented Receipts (Plus)</u>			
27/02/2025		12.00	
28/02/2025		16.00	
			<u>28.00</u>
			676,749.72
		Balance per Cash Book is :-	676,749.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9c.

**BARCLAYCARD –
PAYMENTS, INCOME AND RECONCILIATION FOR JANUARY &
FEBRUARY 2025**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/01/2025	10	0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
20/12/2024 28	Electric Vehicle Charging	38.50	
23/12/2024 29	Electric Vehicle Charging	23.03	
03/01/2025 30	Electric Vehicle Charging	41.57	
03/01/2025 31	Electric Vehicle Charging	27.78	
08/01/2025 32	Electric Vehicle Charging	27.60	
09/01/2025 33	Electric Vehicle Charging	16.55	
13/01/2025 34	Electric Vehicle Charging	30.71	
15/01/2025 35	Electric Vehicle Charging	3.68	
16/01/2025 40	Electric Vehicle Charging	21.22	
23/01/2025 36	Electric Vehicle Charging	20.19	
24/01/2025 37	Electric Vehicle Charging	10.59	
25/01/2025 38	Electric Vehicle Charging	20.05	
30/01/2025 39	Electric Vehicle Charging	24.36	
			305.83
			-305.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-305.83
		Balance per Cash Book is :-	-305.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 5 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	28/02/2025	11	0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
23/01/2025 36	Electric Vehicle Charging	20.19	
24/01/2025 37	Electric Vehicle Charging	10.59	
25/01/2025 38	Electric Vehicle Charging	20.05	
30/01/2025 39	Electric Vehicle Charging	24.36	
04/02/2025 40	Electric Vehicle Charging	9.46	
05/02/2025 41	Electric Vehicle Charging	26.67	
07/02/2025 42	Electric Vehicle Charging	24.62	
10/02/2025 43	Electric Vehicle Charging	24.41	
12/02/2025 44	Electric Vehicle Charging	25.23	
14/02/2025 45	Electric Vehicle Charging	4.11	
14/02/2025 45	Electric Vehicle Charging	25.85	
18/02/2025 46	Electric Vehicle Charging	23.24	
19/02/2025 47	Electric Vehicle Charging	8.08	
27/02/2025 48	Electric Vehicle Charging	29.27	
			276.13
			-276.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			-276.13
		Balance per Cash Book is :-	-276.13
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9d.

**PAYPAL –
PAYMENTS, INCOME & RECONCILIATION FOR JANUARY &
FEBRUARY 2025**

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/01/2025	10	5.90
			<u>5.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5.90
		Balance per Cash Book is :-	5.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	28/02/2025	11	19.48
			<u>19.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			19.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			19.48
		Balance per Cash Book is :-	19.48
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9e.

**PETTY CASH –
PAYMENTS, INCOME & RECONCILIATION FOR JANUARY &
FEBRUARY 2025**

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2025	10	152.51
			<u>152.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			152.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			152.51
		Balance per Cash Book is :-	152.51
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2025	11	115.64
			<u>115.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			115.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			115.64
		Balance per Cash Book is :-	115.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9f.

**PUBLIC SECTOR DEPOSIT FUND –
PAYMENTS, INCOME & RECONCILIATION FOR JANUARY &
FEBRUARY 2025**

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 4 - Public Sector Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/01/2025	10	332,639.87
			<u>332,639.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			332,639.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			332,639.87
		Balance per Cash Book is :-	332,639.87
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	28/02/2025	11	833,972.00
			833,972.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			833,972.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			833,972.00
		Balance per Cash Book is :-	833,972.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9g.

INCOME –

**PAYMENTS, INCOME & RECONCILIATION FOR JANUARY AND
FEBRUARY 2025**

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 6 - Income Cashbook

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	31/01/2025	10	54.54
			<u>54.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			54.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			54.54
		Balance per Cash Book is :-	54.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 6 - Income Cashbook

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	28/02/2025	11	537.49
			<u>537.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			537.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			537.49
		Balance per Cash Book is :-	537.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9h.

**ELECTRIC VEHICLE CHARGING –
PAYMENTS, INCOME & RECONCILIATION FOR JANUARY &
FEBRUARY 2025**

Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025	10	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

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025	11	9.97
			9.97
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9i.

**MAYOR'S CHARITY ACCOUNT –
PAYMENTS, INCOME & RECONCILIATION**

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/10/2024	7	2,840.84
			<u>2,840.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,840.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,840.84
		Balance per Cash Book is :-	2,840.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	30/11/2024	8	5,052.74
			<u>5,052.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,052.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,052.74
		Balance per Cash Book is :-	5,052.74
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/12/2024	9	5,075.98
			<u>5,075.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,075.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,075.98
		Balance per Cash Book is :-	5,075.98
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/01/2025	10	3,821.42
			<u>3,821.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,821.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,821.42
		Balance per Cash Book is :-	3,821.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	28/02/2025	11	3,998.03
			<u>3,998.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,998.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,998.03
		Balance per Cash Book is :-	3,998.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

ITEM 9j.

**MAYOR'S CHARITY ACCOUNT INCOME –
PAYMENTS, INCOME & RECONCILIATION**

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/10/2024	7	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	30/11/2024	8	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/12/2024	9	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/01/2025	10	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	28/02/2025	11	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 10.

AGED DEBTORS

Debtor	Invoice Date	Invoice No.	Invoice Amount	Description	Action Taken	Date
Mrs P Bufton	31/01/2025	CEM84	£511.00	Cem Fee - H/10/387	Paid	17/02/2025
Mr JF Collins	28/02/2025	CEM92	£25.00	Cem Fee - H/1/164	Paid	26/03/2025
Craven Arms Memorials	23/09/2024	1139	£131.00	Memorial Fee - Evans K/7/1719	Part Paid - 30p outstanding	23/09/2024
Dawson Funeral Services	31/01/2025	CEM83	£1,176.00	Cem Fee - I/3/579	Paid	03/02/2025
Mrs S Dodd	28/02/255	CEM88	£511.00	Cem Fee - K/8/1754	Paid	17/02/2025
Futuresound	22/01/2025	1146	£1,086.36	Use of Castle Square		
Ms H Harwood	31/10/2024	CEM69	£511.00	Cem Fee - K/8/1765	Referred to the Cemetery Officer	08/01/2025
Mr S Hatfield	30/11/2024	CEM71	£1,429.00	Cem Fee - K/8/1761	Referred to the Cemetery Officer	08/01/2025
Hoskins Family Funeral Services	31/01/2025	CEM87	£1,037.00	Cem Fee - K/8/1746	Paid	03/02/2025
	28/02/2025	CEM91	£1,037.00	Cem Fee - H/1/164	Paid	26/03/2025
Mrs K Johnson	31/01/2025	CEM85	£511.00	Cem Fee - K/8/1752	Paid	14/02/2025
M & B Cramp	12/02/2025	1168	£261.50	Whole Market Let - January 2025	Paid	28/02/2025
	12/02/2025	1169	£523.00	Whole Market Let - February 2025	Paid	28/02/2025
	12/02/2025	1170	£523.00	Whole Market Let - March 2025	Paid	26/03/2025
R W Mann & Son Funeral Directors	30/11/2024	CEM73	£931.00	Cem Fee - K/8/1761	Referred to the Cemetery Officer	08/01/2024
Produce Market	12/02/2025	1164	£449.50	Whole Market Let - December 2024	Paid	17/03/2025
	12/02/2025	1165	£457.00	Whole Market Let - January 2025	Paid	12/02/2025
	12/02/2025	1166	£457.00	Whole Market Let - February 2025	Paid	12/02/2025
	12/02/2025	1167	£457.00	Whole Market Let - March 2025		
Produce Market Parking	09/01/2025	1163	£10.00	Parking Permits - 09/01/25		
	12/02/2025	1171	£18.00	Parking Permits - 23/01/25		
	27/02/2025	1172	£26.00	Parking Permits - 13/02/25		
	27/02/2025	1173	£40.00	Parking Permits - 27/02/25		
	13/03/2025	1177	£40.00	Parking Permits - 13/03/25		
	27/03/2025	1176	£40.00	Parking Permits - 27/03/25		
Ludlow Pride	27/10/2023	1063	£54.00	Repairs to damaged gazebo	Reminder email sent	13/09/2024
Shropshire Council	17/01/2019	801	£201.60	Play Area Trasfer - Legal Fees		
Mr C Smith	31/01/2025	CEM80	£209.38	Cem Fee - GG/5/155B		
Mr G Smith	28/02/2025	CEM90	£218.00	Cem Fee - GG/7/188		
Victoria Allen Funeral Services	31/01/2025	CEM86	£522.00	Cem Fee - K/8/1752	Paid	14/02/2025
	28/02/2025	CEM89	£595.00	Cem Fee - K/8/1754	Paid	17/02/2025

ITEM 11.

POLICY REVIEW

This document was prepared by the Employment Law team of WorkNest. It is intended only as a general document and as a guide in relation to its subject matter and has not been bespoke drafted for you or the specific circumstances in which you are looking to use it. Prior to using this document and any associated document and undertaking any HR process you must consult your organisation's own contracts of employment, any collective agreements, rules, policies and procedures (which may be in a staff/employee handbook) to ensure that you do not do anything in conflict with these. It is not to be regarded as a substitute for consultation with one of your advisers, since every case will ultimately turn on its own particular facts and circumstances. We will always ask you what you want to achieve and can advise on best practice or more commercial options. If you do not consult with us, do not follow our advice, or decide to take a commercial option, there is a risk that your insurance position will be affected (if cover has been taken) and we will not be liable in any way. If in any doubt as to how to use this document or for legal advice please contact your advisers on their usual number.

UPDATES TO EMPLOYEE HANDBOOK AND NEW CONTRACTS OF EMPLOYMENT TO REFLECT THE NEW STATUTORY RIGHT TO NEONATAL CARE LEAVE AND PAY FROM 6 APRIL 2025

EMPLOYEE HANDBOOK

1. New Neonatal Care Leave Policy

DRAFTING NOTE – A new Neonatal Care Leave policy is set out below. It reflects the statutory minimum requirements. If you intend to enhance the rights in respect of this issue, please speak to your advisers before issuing the policy. If you are inserting this policy into a WorkNest style employee handbook, we suggest it is inserted in section 4 on Family Related Leave, at the end (number 4.10 or 4.9).

Please note that as part of this new statutory right, employees who are taking neonatal care leave or have returned to work from a period of at least six consecutive weeks of neonatal care leave and are within 18 months from the child's date of birth or the date the child is placed with the employee for adoption (or the date the child enters GB if adopting from overseas) have a priority right (along with others who have taken qualifying statutory family leave) to be offered any suitable alternative work that is available in a redundancy situation.

Neonatal Care Leave

This policy is intended to reflect the statutory provisions and provides guidelines only. If there is any conflict between this policy and the statutory provisions, the latter will prevail.

Employees are entitled to statutory neonatal care leave (SNCL) if a child born on or after 6 April 2025, for whom they have parental responsibility, is receiving, or has received, "neonatal care" which started within 28 days of birth and has lasted for seven full consecutive days, not counting the day on which the care starts (and in adoption cases, not counting any time spent in neonatal care before being placed/entering GB) (the "qualifying period"). "Neonatal care" means medical care in hospital or any continuing hospital outpatient care (including monitoring and home visits from healthcare professionals directed by a consultant and arranged by the hospital), or palliative/end-

of-life care. The SNCL must be taken for the purpose of caring for the child (save for a subsequent bereavement).

SNCL can be taken in weekly blocks for every uninterrupted week their child received neonatal care, starting no earlier than the day after the qualifying period (as above), up to a maximum of 12 weeks, and must be taken within 68 weeks of the birth. So, for the first week of SNCL taken, the earliest it can start is on day 9 of being in neonatal care.

Up until the 7th day after the child stops receiving neonatal care (including if it stops but starts again within 28 days of birth and providing the qualifying period is met), the weekly blocks can be taken either continuously or non-continuously. After that, the weekly blocks must be taken continuously.

Notification

Up until the 7th day after the child stops receiving neonatal care you only need to give notice to us to take SNCL before you are due to start work on the first day of each week of leave or, where this is not possible, as soon as reasonably practicable. If you have already started work, then officially your SNCL period will start on the following day.

When giving notice you must specify: the child's date of birth; in adoption cases, the date of placement or the date the child entered GB; the date(s) the child started to receive neonatal care; if it stopped, the date(s) it ended; the date(s) you wish SNCL to begin and how many weeks for; confirmation you are taking the leave to care for the child; and if it is the first notice for that child, confirmation you meet the eligibility requirements as to family relationship with the child.

Where the neonatal care is ongoing, you must notify us of the date the care ends, as soon as is reasonably practicable. If the child starts to receive neonatal care again, you must notify us of the start date and the end date, as soon as reasonably practicable in each case.

You can give the above notice by telephone or by email or by letter. However, if telephoning, it would be helpful if it was subsequently put in writing at least within 28 days of the first day your SNCL in order to maintain an accurate record of what is being requested, and in any event must be done so if claiming statutory neonatal care pay (see below).

After 7 days after the child stops receiving neonatal care, you need to give us at least 15 days' notice if you want to take a single week of SNCL, or at least 28 days' notice if you want to take two or more consecutive weeks' of SNCL. The notice must be in writing and specify the same information as set out above. You can cancel it and/or rebook it with the same amount of notice.

Neonatal Care Pay

To qualify for statutory neonatal care pay (SNCP) during SNCL, you must have average weekly earnings of at least the lower earnings limit and at least 26 weeks' continuous employment by the end of the relevant week, which is: the 15th week before the expected week of childbirth (in birth and surrogacy cases); the week in which the adoption agency or local authority notified you of a match (in UK adoption cases); or the week before the neonatal care starts (in any other case). You will already meet these criteria if you have qualified for statutory maternity/paternity/adoption/shared parental pay. It is paid at the same rate as statutory paternity pay, which is subject to change every year. You can check the most up-to-date figure with your line manager.

Up until the 7th day after the child stops receiving neonatal care, to claim SNCP you must give notice in writing stating the week(s) in respect of which the payments are to be made and with the same information specified as when claiming SNCL, within 28 days of starting any period of SNCL you are claiming SNCP for. You can provide this information at the same time as giving notice to take SNCL, so long as it is in writing.

After 7 days after the child stops receiving Neonatal Care, to claim SNCP you must give us the same amount of notice and same information, in writing, as you must give if you want to take SNCL and state the week(s) in respect of which payments are to be made.

Interaction with other family leave

SNCL is in addition to other forms of statutory leave, so long as it is taken within 68 weeks of the child's birth. So, for example, if you are taking maternity / adoption / paternity leave, you may add a period of SNCL onto the end of that leave. It acts as a "top up" to give back an amount of statutory family leave that an employee has effectively lost while their child is receiving neonatal care.

If your SNCL is interrupted by the start of another pre-booked period of statutory family leave (such as paternity leave, parental leave or shared parental leave) then the interrupted SNCL period will resume straight away after the end the other leave, provided the neonatal care is still ongoing or has ended within the last week. If the neonatal care ended more than a week ago, the remainder of the interrupted NCL must be taken consecutively with any further period of NCL that you are intending to take. Also, if the neonatal care ended more than a week ago and you want to book NCL, you should ensure that it will not be interrupted by the start of another period of family leave you have booked.

2. Annual Leave policy amendment

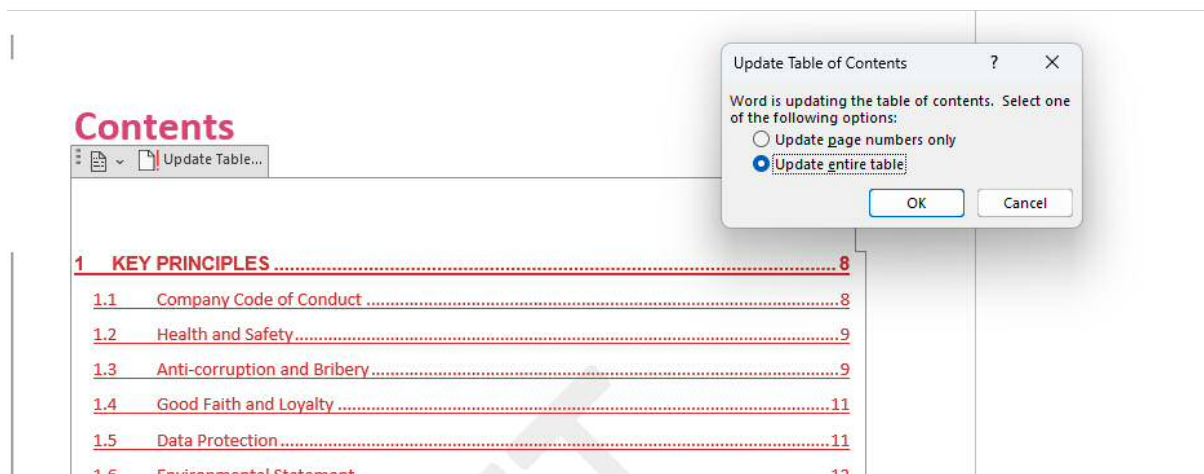
DRAFTING NOTE - In your **Annual Leave policy** (found at section number 3.9, under the sub-heading **Our Holiday Year**, if you have a WorkNest style handbook), the following paragraph regarding carry over of untaken holiday needs amending to add in a reference to being unable to take it due to neonatal care leave – please see green type below: *[NB. the green type is just for your ease of reference to see what the change is, please don't use coloured type when amending your handbook!]*:

You cannot carry forward **[more than NUMBER days of]** untaken holiday from one holiday year to the following holiday year unless you have been prevented from taking it in the relevant holiday year by one of the following: a period of sickness absence or statutory maternity, paternity, adoption, shared parental, parental, parental bereavement, carer's, or neonatal care, leave. In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within eighteen months of the end of the relevant holiday year will be lost.

3. Update Contents table of handbook

DRAFTING NOTE - If you have a WorkNest style handbook, once you have inserted the new Neonatal policy and amended the Annual Leave policy, as above, remember to update the Contents table of the handbook at page 3. You click anywhere on the table contents and a box

pops up with update table, click on that and then select 'update entire table' and it automatically updates it with correct page links. See below.



IN YOUR NEW CONTRACTS OF EMPLOYMENT

The following update is just for new contracts issued in future, not for your current employees with a contract. For current employees, it is enough just to let them know in writing of the new right to this leave – you can use the letter we have provided to do this – there is no need to reissue contracts for this change.

Update Other Paid Leave clause

DRAFTING NOTE - In your new contracts of employment, part of the Other Paid Leave clause needs amending as per the green type below: *[NB. the green type is just for your ease of reference to see what the change is, please don't use coloured type when amending your contract!]*:

Other Paid Leave

You may be entitled to maternity leave, paternity leave, adoption leave, shared parental leave, parental bereavement leave, and neonatal care leave and pay in accordance with the current statutory provisions.

If you intend to enhance the payment of neonatal care pay above the statutory amount, please speak to your advisers, as the rest of this clause will need amending to reflect that.

ITEM 12

CLIMATE ACTION TASK & FINISH GROUP

CLIMATE ACTION TASK & FINISH GROUP

Thursday 27th March 2025

Staff present: K Adams (Notes)

Committee: V Parry (Chair), A Tapley & D Thompson

Apologies: E Garner & R Hall

Items discussed:

1. Review actions from the last meeting.
2. Receive updates from the last meeting:
 - CAP reviewed later in the meeting
 - Nature Recovery document to be begun
 - Seeds etc to be discussed later in the meeting
 - Cllr Thompson mentioned some recent 'Climate Fresk' training she had attended. She said it was useful interlinking actions with results and made you think.
3. Consider the document 'Wild Justice Lost Nature Summary'
 - To contact Shropshire Council and ask them to reduce non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow
4. Consider the latest Shropshire Climate Action Newsletter
 - Noted
 - Could we promote Ludlow's Men Shed and Repair Café more?
5. Discuss suggestions for the Green Festival stall.
 - We need to make the stall as interesting as possible and include the 'free seed' giveaway
 - Promote green actions in town, promote Henley Road helpers
 - Costs for seed giveaway to be approved by Policy and Finance Committee
 - Wigley Field allotments – food theme to Festival
6. Discuss suggestions for budget expenditure.
 - As per above for seed giveaway
Broken down as: £63.60 for 400 seed balls, £3.99 for 100 envelopes (6 x 10cm),
100 Labels off: £25.51 plus vat TOTAL £93.10
7. Consider revising the Climate Action Plan (CAP)
 - To note updates to the plan which are highlighted in pink.
 - To alter the tone of the green highlighted box so text is still legible.

8. Council report to be recommended to Policy and Finance meeting on 7 April:
 - To inform Shropshire Council planning team of the 'Wild Justice Lost Nature Summary' document in the hope that more enforcement will be carried out in Shropshire to ensure housing developers in Shropshire follow through with their environmental promises.
 - Budget for seed giveaway at Green Festival
Broken down as: £63.60 for 400 seed balls, £3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat TOTAL £93.10

9. Council report to be recommended to Full Council on 14th April:
 - To contact Shropshire Council and ask them to reduce non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow

10. To note the next meeting date is Thursday 5th June.

Actions for next meeting:

1. Deputy Town Clerk to invite Ludlow's Fairtrade Group to the next meeting to talk about their climate activities.
2. Deputy Town Clerk to update Climate Action Plan to be reviewed by Policy & Finance Committee
3. Deputy Town Clerk to begin work on a Nature Recovery document for Ludlow Town Council's sites and to bring back in sections to the Climate Action Task & Finish Group for consideration.
4. Deputy Town Clerk to discuss with the DLF Supervisor ideas for mowing equipment and green waste disposal. To look at a local more environmentally friendly way of disposal (Jonathan Lewis, Priors Halton Farm aka Overton Energy Ltd).
5. E Garner to discuss with Ludlow 21/Green Festival a community engagement project relating to a 'flower and wing competition' for different age categories and a prize of colouring books or similar. This could be a joint initiative.
6. To consider the possibility of a 'planting event' in the square hosted by Councillors and staff assisted by Incredible Edible or Ludlow 21.
7. Photos of how waste is managed at Henley Road cemetery to be brought to the next meeting for information.
8. Look into the 'green doors' project.



RECOMMENDATIONS FROM CLIMATE ACTION WORKING GROUP 27TH MARCH TO POLICY & FINANCE COMMITTEE 7TH APRIL 2025

That:-

- a) Shropshire Council planning team are made aware of the 'Wild Justice Lost Nature Summary' document in the hope that more enforcement will be carried out in Shropshire to ensure housing developers in Shropshire follow through with their environmental promises.
Summary of the document and full document attached for information.
- b) That the following items are purchased for a seed giveaway at Ludlow's Green Festival: £63.60 for 400 seed balls, £3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat TOTAL £93.10
Expenditure from budget code 101 4062 (climate action) which has a budget of £500.

The document "Lost Nature" commissioned by Wild Justice and written by Dr. Kiera Chapman, Professor Malcolm Tait, and Sarah Postlethwaite, investigates whether housing developers are fulfilling their ecological commitments. The study surveyed 42 developments across five Local Planning Authorities (LPAs) in England, examining nearly 6,000 houses and over 291 hectares of land for promised ecological enhancements like trees, bird and bat boxes, wildflower grasslands, ponds, and hedgerows. The findings revealed that only 53% of the promised enhancements were present, dropping to 34% when excluding newly planted trees.

The report highlights systemic issues in the planning and development system, including low compliance due to understaffed and under-resourced enforcement teams, lack of specialist ecological knowledge, and poor landscape maintenance practices. It questions the effectiveness of the new Biodiversity Net Gain policy introduced in 2024, which mandates a 10% increase in biodiversity for new developments but may face similar compliance and enforcement challenges.

To address these issues, the report recommends:

1. Effective and adequately resourced ecological enforcement.
2. Funding local councils to manage new build public spaces.
3. Ensuring ambitious landscape and management plans.
4. Making developers pay for failed ecological features.
5. Encouraging public involvement in auditing ecological compliance.

The document emphasizes the importance of ecological mitigation and enhancement to protect wildlife and prevent biodiversity loss, urging better enforcement and community action to hold developers accountable.

LOST NATURE



Are **housing developers** delivering their **ecological commitments**?

Commissioned by Wild Justice and written by

Dr Kiera Chapman
Professor Malcolm Tait
Sarah Postlethwaite



Contents



- 3** Summary
- 4** Background
- 5** Wild Justice's role
- 6** What we did
- 8** What we found
- 12** Why is developer compliance so low?
- 13** What role does landscape maintenance play in this picture?
- 14** But won't Biodiversity Net Gain solve this?
- 16** What needs to be done?
- 18** Why mitigation and enhancement matters

Summary

1

Planning permission for housing is granted by Local Planning Authorities (LPAs).

When developers are given this permission, it comes with a set of legally-binding conditions, including promises to install a range of ecological enhancements to help nature deal with the change in land use.

2

We looked at whether these promises to mitigate harms to nature had been kept:

- We surveyed **42 developments** across 5 LPAs.
- We surveyed nearly **6,000 houses** and over **291 hectares** of land.
- We searched for **4,654 trees** and **868 bird and bat boxes**.
- We surveyed many **hectares** of what were promised to be wildflower grasslands, ponds, and hedgerows.

3

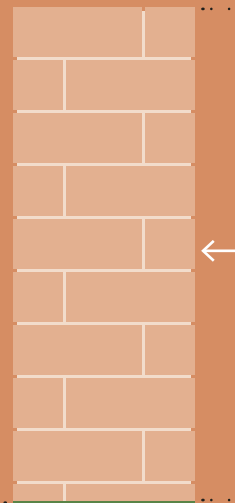
We found that only **half of the ecological enhancements (53%)** that had been promised were there on the ground.

When we excluded newly planted trees, this fell to a third - just **34%**.



53%
Total **installed** ecological enhancements

34%
Installed ecological enhancements (minus new trees)



← **47% Missing**



3

Background

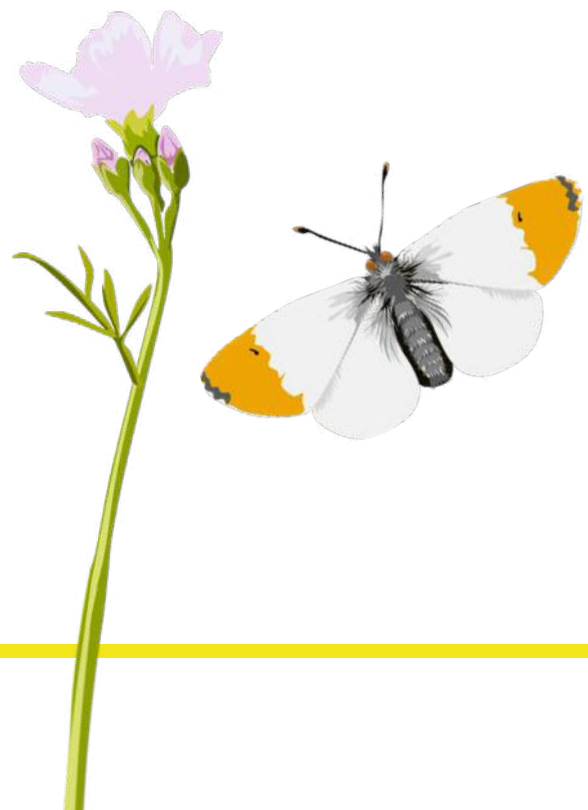
“Let me tell you all about the planning system!” is the kind of phrase that sends people running for the hills at parties. However, if you care about nature and ecology, it’s important to pay attention to planning policy.

We are currently in the midst of a global **‘nature emergency’**, in which the UK now features as one of the most nature-depleted countries in the world. The causes are many and complex, but urban development of the kind that falls under the planning system’s remit is a known driver.

On paper, the planning system looks like it’s doing a good job of mitigating the harms to nature that are caused by development. Over the last 20 years, an ever-growing list of international, national, and local ecological policies have been written to ensure that ecologically sensitive sites are protected. Since 2012, protections for biodiversity have been included in the keystone document of the system, the *National Planning Policy Framework*. This mandates that new developments should produce a net gain for biodiversity by incorporating ecological enhancement measures.

The planning system has theoretically built these commitments into its processes for granting planning permission too. Sites for potential development are surveyed to determine the species and habits that are present.

When planning permission is granted, it comes with a set of legally-binding planning conditions, which say that the developer must provide specific ecological enhancements.



In spring 2024, a new system of Biodiversity Net Gain was introduced to require nearly all residential developments to provide an increase in biodiversity as part of their planning permission.

This policy is being used to justify increased levels of development, on the grounds that ecological harms can be mitigated. But our findings highlight a worrying gap in the implementation and enforcement of these biodiversity improvements. If the underlying factors are not changed, the 'net gain' will exist only on spreadsheets, with biodiversity loss as the reality on the ground.

Hardly any attention has been paid to whether the actual housing estates that are built on the ground are complying with their planning conditions. In short: **we don't know whether developers are implementing the enhancements for nature that are required.**

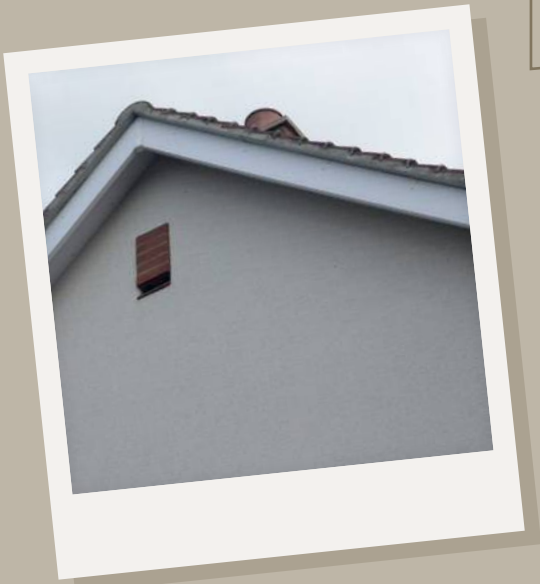


WILD JUSTICE'S ROLE

Wild Justice commissioned this report because they are interested in the failure of public bodies to deliver wildlife protection and enhancement. They felt that our findings had quantified a scandal in a way that deserved wider publicity.

What we did

Between June and August 2024, we visited 42 new housing estates across five Local Planning Authorities in England. We compared the ecological mitigations and enhancements that developers had agreed with the Local Planning Authority with what was present on the ground.



We looked at **completed major housing developments** (with more than 10 houses) that were granted planning permission **after 2012**, when the National Planning Policy Framework first required construction projects to demonstrate a net gain for biodiversity.

Some of our Local Planning Authorities were very urban, others quite rural, with different ecosystems and habitat designations. We selected examples of work by a range of housebuilders, from small-scale local developers to major national companies.



We downloaded all the data for each site from the public planning portal. We went to each development site at least once, and in the majority of cases we made sure that two people visited. **We walked through every street and across all publicly-accessible areas, checked every tree in public space, and looked at every house for bird and bat boxes.**

We ignored ornamental non-native plantings around houses, and we didn't count anything in private gardens. If we couldn't access an area to assess a mitigation or enhancement, we removed it from our calculations.

This is the first time anyone has looked at ecological outcomes on the ground over such a large number of housing estates.



In some cases, we exercised judgement. For example, trees are not always planted in the exact locations specified on plans, so we counted total numbers. The most difficult habitats to assess were wildflower and woodland seed mixes: sometimes it was obvious that these were missing, but in other cases we had to use some botanical skill to compare the species composition we found onsite to the type of seed mix specified.

Our research **measured developer compliance with planning conditions**. This is very different from assessing the ecological value of what is present or absent. Our calculation does not weigh the contribution each type of enhancement makes to the nature-friendliness of a development site: it just assesses whether things are there or not.

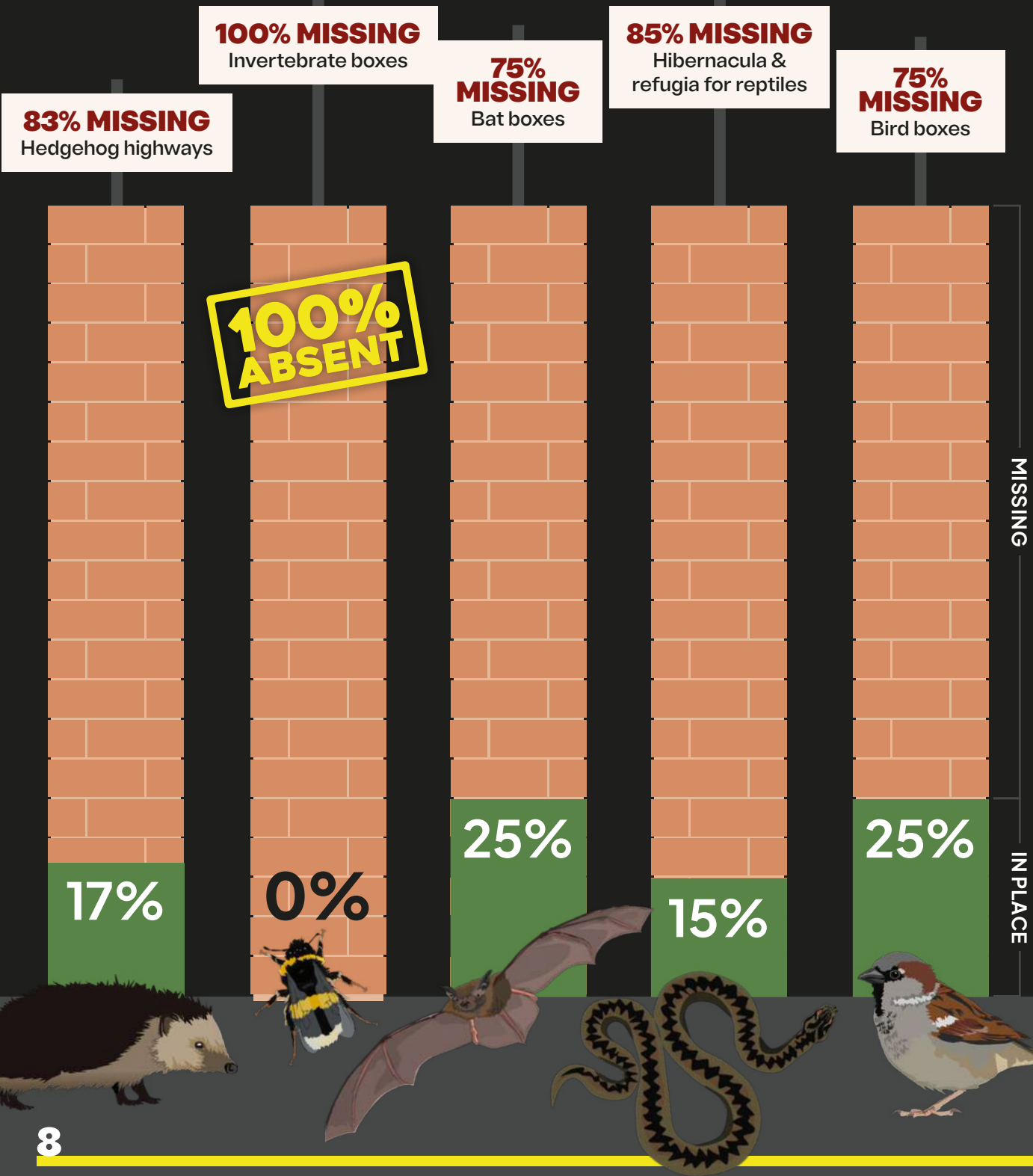


In many cases, developers or their contractors had not put in the ecological features they promised. However, sometimes poor landscaping and maintenance practices had destroyed an ecological feature. We include both in our report, since the planning conditions for development cover both.



What we found

A high percentage of habitat and species enhancements are missing:



82% MISSING
Woodland edge
seed mixes

73% MISSING
Woodland edge
plug plantings

**60% MISSING
OR DAMAGED**
Wet grassland

48% MISSING
Native hedges

**39% DEAD OR
MISSING**
Trees on planting plans

**59% SOWN
INCORRECTLY
OR DAMAGED**
Wildflower grasslands



SPECIES RICHNESS REDUCED



What we found

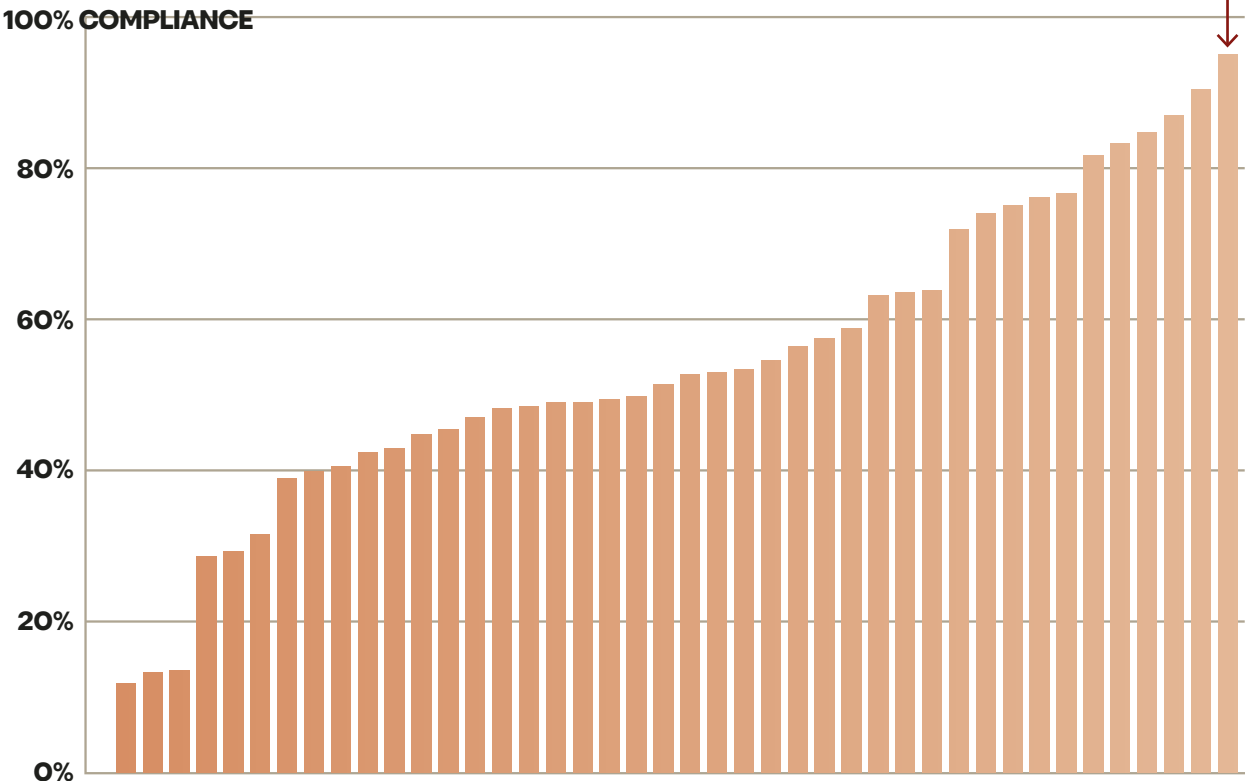
Analysis between sites

We found **very little variation in the compliance of sites** by type of developer, size of development (number of houses), area of the development site (in hectares), or geography (area of the country). Given that our methodology looked at local, regional, and national housebuilders, this lack of local variation is surprising. It suggests a **systemic issue across the planning and development system** as a whole.

The distribution of compliance varied wildly: the least compliant site scored 0%, while the best scored 95%. **These high scores are not, however, a sign that all is well on those developments.**



Because our method measures compliance, not ecological value, quite **unambitious schemes could score highly**, provided that the developer had installed a few basic enhancements.



Each development is represented by a bar



**Our findings suggest
a systemic issue
across the planning
and development
system as a whole.**

Why is developer compliance so low?

Planning conditions are enforced by specialist teams within Local Planning Authorities. Ideally, these professional planning enforcement officers would visit each new housing development and find out whether developers had delivered what they had promised for nature.

In practice, though, this rarely happens. Since 2010, local authority budgets have been subjected to swingeing cuts, and many enforcement teams are significantly understaffed, leaving them unable to deal with anything but the most serious breaches of planning conditions.

Assessing the presence of ecological mitigations and enhancements also requires specialist ecological knowledge. Most people currently working in planning enforcement have generally not received any training in this area. Alongside a resources gap, there is a skill and knowledge gap that needs to be filled.

This gap means that in practice there is effectively **very little regulation of developer behaviour in installing measures for ecological mitigation and enhancement.**

In the worst developments, where a large proportion of ecological mitigation and enhancement measures are missing, it appears that these companies may be gambling that no-one will have time to check whether they have actually met the conditions of their planning permission or not.

This is particularly worrying as we may be **moving towards a system dominated by the political logic that we can urbanise more land at a faster pace by mitigating ecological damage.**



What role does landscape maintenance play in this picture?

For cost reasons, many local councils no longer take over the maintenance of the public space, including drainage ponds and basins in new build housing estates. Instead, these areas are handed over to local residents who must either manage these themselves, or pay an estate management company to organise maintenance. The management company will then subcontract grounds contractors to do the actual landscaping work.

In ecological terms, this means that landscape maintenance on new build estates is very piecemeal. A host of different companies manage privatised public space, which makes it more difficult to identify and improve poor practice on the ground. Management companies often subcontract different elements of maintenance to different companies.

The private management of public open space also introduces a potential conflict between residents of new build estates and nature. Maintaining ecological habitats can be expensive: for example, the purchase and planting of large, established trees to replace those that have died can be very costly.

Where a poor standard of initial planting leads to high rates of tree death on a new build estate, this can burden new communities with increased service charges to replace them. In a cost of living crisis, some people cannot afford these additional bills.

This situation has the potential to stoke resentment against the maintenance of habitats to enhance biodiversity or offset biodiversity losses, and to put pressure on landscaping companies to manage land in cheaper ways that are not as appropriate. In the worst cases, ecological enhancements may not be managed at all.

But won't Biodiversity Net Gain solve this?



The introduction of Biodiversity Net Gain in spring 2024 mandated that developments should achieve a 10% gain in biodiversity over the baseline value for each site. This policy aims to put habitat creation at the heart of planning decisions. It includes some mechanisms to secure delivery of habitats, such as conservation covenants and section 106 agreements, both of which legally oblige developers or offset providers to deliver habitat improvements.

However, we think that the issues raised in this report will also affect the delivery of ecological mitigations, enhancements and offsets under Biodiversity Net Gain for three reasons:

1

Whilst new legal requirements are in place for offsite habitat creation, emerging evidence shows that developers are preferring to comply with Biodiversity Net Gain by providing smaller onsite habitats. **These will conventionally be secured by a planning condition – the same method of securing ecological enhancements used in the developments we audited, and which led to such poor outcomes.**

2

Even where habitat creation is secured by specific legal mechanisms, this does not remove issues of compliance and enforcement. Section 106 agreements are commonly used in the planning system for a range of mitigations, but not all of these are followed or enforced.

3

The complexity of many legal agreements for habitat creation through Biodiversity Net Gain is **likely to mean that there are many grey areas.** Even if enforcement action were to be taken by a local authority, this complexity might mean that problems are not resolved. For example, legally defining the ecological condition that habitats must achieve over a 30 year period is likely to be difficult, and open to challenge.



The **widespread problems** we identify in this report with the implementation of ecological enhancements and mitigations are therefore **unlikely to be resolved by the new Biodiversity Net Gain system.**



Unless this is addressed there is a risk that the 10% gains indicated on paper **actually turn into a substantial loss of **biodiversity** in practice.**

What needs to be done?

Designing ecological mitigations and enhancements on plans and spreadsheets is very different from ensuring that they are delivered on the ground.

To improve compliance, we make 5 key recommendations:

1

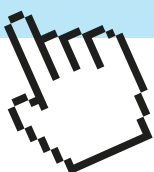
We need effective and adequately resourced ecological enforcement

Our research suggests that developers are unlikely to meet the conditions of planning applications unless there is effective and adequately resourced enforcement in place. Extra resource must be put in place to fund this in Local Planning Authorities, and the skills involved mean that it's probably a job best done by trained ecologists.

This is possible!

Leaders at Maidstone Council have already recognised the enforcement gap, and employed a Landscape Enforcement Officer. Their job is to pursue developers and demand that they comply with planning conditions, prosecuting those who refuse to do so.

This provides a valuable model for councils elsewhere. [You can read more about it in our longer report.](#)



2

Fund local councils to manage new build public space

Bringing public space into local authority maintenance (and charging developers an ongoing fee to cover at least a proportion of the cost, for example ringfencing revenues via BNG for this purpose) means that there is some assurance that quality standards of ecological maintenance are upheld. It also avoids creating a conflict between people and nature, and an unjust situation where residents of new build estates pay more money to maintain public spaces, many of which are also used by the local community who do not have the same financial burden.



→ 3

Ensure landscape and management plans are ambitious

We found evidence of unambitious landscaping plans, where developers were installing very few ecological mitigation and enhancement measures. This means that many opportunities to do much more for nature are being missed. For example, replacing ecologically low value planting around houses with equally attractive but more ecologically valuable native species could significantly boost the amount of habitat that new build estates provide.

→ 4

Make developers pay for failed features

A percentage of ecological mitigations and enhancements will fail. We need clear rules about who pays for replacements when this happens.

It is unfair that communities should bear these costs. We think that developers should pay for mitigations and enhancements that are missing or that fail. Biodiversity Net Gain requires that the ecological features that are created to produce a 10% uplift are managed for 30 years, but for smaller and non-BNG related enhancements, this can be for a shorter period. We think that 30 years should be the timescale over which developers are responsible for replacing all failed ecological features.

5 ←

Join an army of ecological enforcers!

The kind of audit that we did in this research is something that can be done by anyone with a bit of time, patience, a few computer skills, and a bit of knowledge of nature. **We want to support ordinary people to hold developers to account by producing a 'how to' guide** to evaluate a new development for ecological mitigations and enhancements, and alert local authorities to breaches of planning conditions so that enforcement action can be taken. We hope that this will force developers, landscape contractors and estate management companies to support nature.



Why mitigation and enhancement matters

The ecological mitigation and enhancement strategy for a site is tailored to its particular ecology. It is designed to help the wildlife that had a home there before development was even considered.

The replacement habitats in question are not hypothetical environments for imaginary creatures that live on documents or in spreadsheets. They are real, material interventions to help living, breathing beings to survive a devastating change in land use.

People sometimes try to sugar-coat this, imagining that, when development starts, wildlife happily decamps from one site to another equally favourable one close by. While some creatures may escape destructive effects in this way, the reality is that many will simply perish. A site where there are dormice, but where all the mitigations for this species are absent, is quite likely to lead to the death of these creatures on that site.

Many such erasures, happening here and there across the local area, can be a form of death by a thousand cuts, leading to the local extinction of a species.

Multiply that picture at a regional, national, and international scale of development, and the implications for a much wider biodiversity crisis are obvious.



**Our wildlife
deserves better.**



**Please join, donate, and keep
in touch with Wild Justice**
to hear more about this campaign

wildjustice.org.uk

Written by:

Dr Kiera Chapman

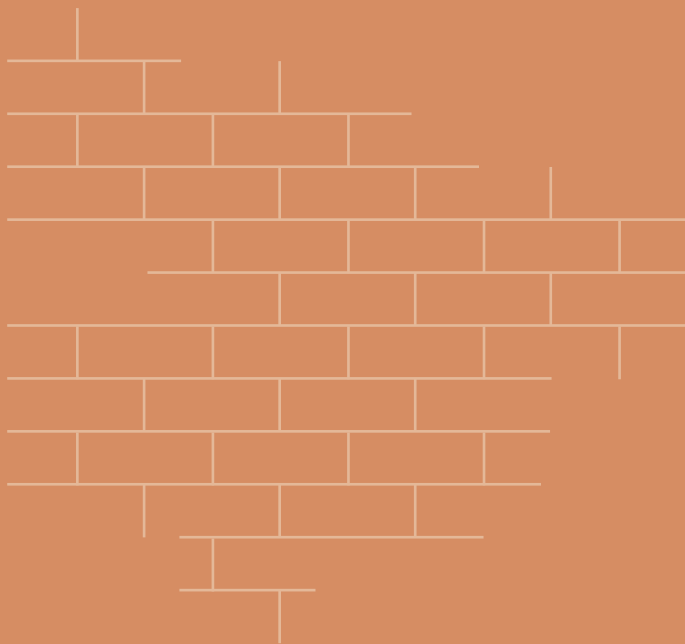
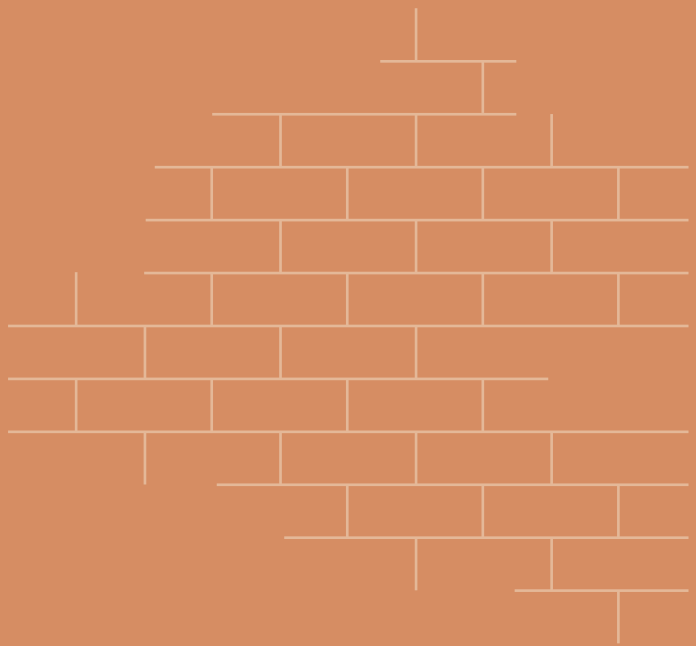
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 admin@wildjustice.org.uk

Newsletter

wildjustice.org.uk/newsletter

Donate

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Wild Justice Company number 11645788

ITEM 15

CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

Subscription contract note

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

28 February 2025

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

Subscription transaction details

Contract reference	7892439
Order date and time	28 Feb 2025 11:29:00
Valuation date and time	28 Feb 2025 11:30:00
Settlement date	28 February 2025
Fund name	The Public Sector Deposit Fund SC4
International Securities Identification Number (ISIN)	GB00B3LDFH01
Name/designation	LUDLOW TOWN COUNCIL
Order type	Value
Number of units/shares	500,000.000
Value	£500,000.00
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.

Statement of Account

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

5 February 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**
Statement period: **31/12/2024 to 31/01/2025**

Account summary

Total valuation as at 31 January 2025 **£332,639.87**
Total valuation as at last statement at 31 December 2024 **£331,303.23**

Holdings as at 31 January 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	332,639.8700	£1.00	£332,639.87
Total value			£332,639.87

Transactions for the period from 31 December 2024 to 31 January 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/01/2025	Income Reinvestment	1,336.6400	£1.0000	£1,336.64

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 4.72% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jan 2025	04/02/2025	Reinvestment	£1,332.13	PS3078701-001

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

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

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

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

Statement of Account

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

5 March 2025

Account name: **LUDLOW TOWN COUNCIL**
Account number: **PS3078701-001**
Statement period: **31/01/2025 to 28/02/2025**

Account summary

Total valuation as at 28 February 2025 **£833,972.00**
Total valuation as at last statement at 31 January 2025 **£332,639.87**

Holdings as at 28 February 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	833,972.0000	£1.00	£833,972.00
Total value			£833,972.00

Transactions for the period from 31 January 2025 to 28 February 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/02/2025	Income Reinvestment	1,332.1300	£1.0000	£1,332.13
28/02/2025	Deposit	500,000.0000	£1.0000	£500,000.00

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.
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Registered address: One Angel Lane, London EC4R 3AB.

ITEM 16

WEST MERCIA ENERGY

From: WME Correspondence
Sent: Fri, 14 Mar 2025 16:46:17 +0000
To: reception@ludlow.gov.uk
Subject: WME Annual Pricing Newsletter, 2025



2025/26 Pricing Update

We are pleased to report that 2025/26 will see your energy prices reduce in line with our September forecasts. Final average % changes are set out below.

Gas: -12%

Electricity: -8%

Despite significant increases in wholesale costs since December, WME's flexible trading strategy has enabled us to minimise purchasing during this period and deliver year on year price reductions.

WME to issue £1m of flexible benefits back to

customers

WME are delighted that for the second year running, our flexible energy procurement strategy has enabled us to capture benefits from the market over the last 12 months. The total value of these benefits is c.£1m and this will be passed back to customers as credits once the 2024/25 financial year has ended, likely in June billing. This builds on the £1.2m returned last year and is a significant benefit of utilising a flexible energy procurement strategy.

2025/26 Price Communications

We are currently in the process of validating the non-commodity costs associated with your supplies and we will shortly be issuing your new annual capped rates for 2025/26 via email. Gas rates will be issued first, followed by electricity. We expect all customers to have their new rates by the end of March, pending validation.

Important Updates



New Flexible Gas Framework Awarded

We are thrilled to announce that TotalEnergies has been awarded our new gas framework, effective from 1st April 2026 to 31st March 2030. This decision follows a meticulous procurement exercise, fully compliant with Public Contract Regulation.

TotalEnergies has proven their capability to meet our extensive criteria, ensuring they can support both the current and future requirements of WME and our public sector customers.

[READ MORE](#)



Our “Education Decarbonisation” Framework gains DfE Approval

In May last year, WME launched the UK’s first decarbonisation framework, specifically designed for the education sector. Late last year we were delighted that the DfE have chosen to “approve” the framework, and it is now listed on Find a Framework.

The unique framework offers a simple and compliant route to market for any education establishment in the UK to access sector specific decarbonisation experts.

This framework joins WME's Flexible Gas and Flexible Electricity frameworks, which remain "DfE Approved"

[READ MORE](#)



Significant changes to electricity non-energy costs from April 25

Distribution Use of System (DUoS) is a non-energy charge built into electricity prices. The charge, determined by Distribution Network Operators, covers the cost of operating and maintaining local electricity networks.

From April 25, the way this charge is levied has changed. As a result,

customers may therefore notice significant increases in Capacity charges on Half Hourly metered electricity supplies. The significance of the change varies by region.

[READ MORE](#)

Key Dates and Events

Upcoming Webinars

WME are facilitating the delivery of two upcoming webinars, which are free for WME customers to attend.

Introducing WME's Water Framework:

A Smarter Way for Schools to Purchase and Manage Water

Tuesday 29th April, 11:00 – 12:00

Join WME and our water framework provider, Wave, as we introduce our Water, Wastewater and Ancillary Services Framework. This simple to

access framework, covers the supply and management of water, with this webinar

aimed specifically for the education sector.

REGISTER
HERE

Mastering MyWME:

Unlocking the Power of myWME for the education sector

Tuesday 10th June, 10:30 – 11:30

Join West Mercia Energy for an exclusive webinar on maximising the benefits of myWME, our powerful energy monitoring platform. This interactive session will help you understand and interpret your energy data, enabling you to see

"what good looks like", identify energy wastage, reduce consumption, cut costs, and make informed energy efficiency decisions.

REGISTER
HERE

May 2025 – Launch of our free School Workshops and

Social Value Fund

Following a successful launch last year, we are delighted to announce that we will be running our free “Power to Drive” STEM based school workshops and our Social Value Fund again for 2025.

Applications for both schemes will open in May with further information to come.

Latest News



Ellie joins WME’s Energy Services Team

In August, we were pleased to welcome Ellie to the WME team. Ellie has settled in quickly and is working across both our customer services and siteworks teams.

[Read more](#)

WME's 2025 events calendar kicks off with a bang!

The first few months of 2025 have seen us participating in key conferences across the education sector, connecting with new and existing clients and sharing our knowledge and expertise with education leaders.

Read where we have been and where you can find us in the months ahead.

[Read more](#)

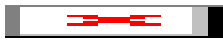
Reduce your energy consumption over the Easter Break

As we approach the Easter holidays, we remind customers of our handy list of, no-cost, tips and reminders to help you save money and reduce your energy use over the upcoming period.

[Read more](#)

Case Studies

Birmingham City Council (BCC)



BCC is the largest local authority in Europe. Read how WME has supported them to revolutionise its energy management processes, achieving improved efficiency, cost savings, and enhanced operational control.

[Read more](#)

Cheshire Diocesan Academies Trust (CDAT)



CDAT are responsible for schools across seven local authority areas. Read how WME has helped align

their energy contract to ensure priorities such as operational control, data provision and budget support are delivered.

[Read more](#)

Market Update

Energy prices have steadily increased over the past year since their low in February 24. Gas prices have risen by 46% and power prices by 31% for 24/25, although they remain below 23/24 levels. Prices for 25/26 have also climbed.

Several factors contributed to these market increases, which our Senior Market Analyst has analysed in the update you can read below.

READ
MORE

WME's trading team produce weekly energy market updates which are available for anybody to subscribe. If you wish to receive these weekly

updates, please send your request to:

customerservices@westmerciaenergy.co.uk

General Updates

- We are proud to celebrate the latest achievement of our dedicated team, who late last year, spent a rewarding day volunteering at Wyre Forest, managed by Forestry England. Nine members of the team braved the wet weather and rolled up their sleeves to help clear vegetation along the Wyre Forest Butterfly Trail.
- To keep up to date with WME news in live time, please follow our [LinkedIn Page](#)

West Mercia Energy (WME) is a leading Public Buying Organisation, with over 30 years' experience providing energy services to the public sector through our range of energy frameworks procured in line with Public Contract Regulation.

Our customers range from across the public sector, including Local Authorities, Town & District Councils, Blue Light Services, NHS, Charities and Education settings.

Specialising solely in managing energy contracts for the public sector,

WME is jointly owned by four local authorities: Shropshire, Telford & Wrekin, Worcestershire, and Herefordshire councils, respectively.

WME are committed to supporting public sector customers to achieve their specific net zero ambitions and work collectively to achieve the Government's net zero pledge. We deliver energy procurement strategies to suit all risk appetites and offer both fully managed and procurement only service levels.

To find out more, visit our website, or get in touch with our team.



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westmerciaenergy.co.uk

