

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	28/03/2022
04/03/2022	N/A	Lloyds Cooper LLP Solicitors	£300.00	Search Fee- Priory	19/03/2022	Paid	
12/03/2022	12/3/22	Richard Shakespeare (photographer)	£400.00	WBF-supply of hi-res images			
17/03/2022	585985	Cleanmy	£72.42	Gloves x6, boiletsuit x3, blue towels			
15/03/2022	CSUKOU/INV/ 121806	Balfour Beatty Living Places Limited	£250.00	Road closure order for markets in 2022			
18/03/2022	N/A	The Merchant House	£30.00	WBF-vouchers for buskers-Independence event	18/03/2022	Paid by card	
18/03/2022	N/A	Plantastik Community Interest Company	£35.00	WBF-vouchers for buskers-Independence event	18/03/2022	Paid by card	
18/03/2022	N/A	Post Office	£6.40	WBF-postage for 2 lion toys	18/03/2022	Paid by card	
N/A	N/A	Mayor	£41.40	Mayor's allowance			
N/A	N/A	Mayor	£71.20	Mayor's charity expenses			
03/03/2022	22030301	Project Officer	£1,470.00	Cultural Consortium	22/03/2022	11860571	
22/03/2022	22032203	Project Officer	£840.00	Cultural Consortium	22/03/2022	11860571	
18/03/2022	N/A	Herefordshire Council	£480.00	Green sacks	18/03/2022	Paid by card	
18/03/2022	2022-063	Leominster in Bloom	£500.00	Beehive Planter Sponsorship			
19/03/2022	113312454	KONE	£509.04	Passenger lift service annual fee 11/03/2022 - 10/03/2023			
09/03/2022	INV-8452	The Visual Works	£3,730.60	WBF-maps,posters,fliers,banners			
16/03/2022	INV-9987	Barrington Print Ltd	£206.40	WBF-2000x bookmarks (Independents Day)			
01/03/2022		Ebay	132.9	WBF-10x Lions for trail	01/03/2022	Paid by card	
21/03/2022	A8120374743	ATS Euromaster	£34.99	MOT Test - CX55			
22/03/2022	A8120374746	ATS Euromaster	£44.99	MOT Test - EX06			
23/03/2022	23032022	Rotary Club of Leominster	£30.00	TIC stock-12x large bottle apple juice			
24/03/2022	1	The Grape Vaults	£80.00	Mayor's event - Victorian Street Market - supply of food and drink			
22/03/2022	TM103	TM Rural Services	£150.00	Priory - Thuja fell/dismantle			
22/03/2022	22032204	Project Officer	£360.00	Community Engagement Project for HSHAZ			
23/03/2022	35	Richard Brookman	£50.00	Monk Walk and Talks for Independents Day			

26/03/2022	26032022	Leominster Sports and Social Club	£100.00	2x door security to attend Mayoral Charity evening on 9th April 2022			
27/03/2022	090722	RUBBLE	£300.00	Mayor's Charity Event - entertainment provision			
27/03/2022	27032022	Bridget Middleton	£350.00	HSHAZ Community Engagement Project - 1x non exclusive photography licence for 15 photos			
25/03/2022	LTC1	Deborah Jarman	£450.00	HSHAZ Community Engagement Project - consultancy services			
25/03/2022	01	Jenny Pipes Morris	£50.00	WBF - Morris Dancing on Independents Day			
26/03/2022	190520CG16	Emma Beebee Arts	£1,000.00	HSHAZ Community Engagement Project - Arts workshops			
25/03/2022	100459	Marler Haley Ltd	£399.60	WBF - flag x6			
29/03/2022	209/21.22	Freelance & Youth Community Development Services	£1,728.00	WBF - High Street Project 28th Feb to 30th Mar 2022			
20/03/2022	(67) Lion.LCC	The Fetch Theatre Company	£10,565.00	Cultural Consortium - ROARS giant Lion Puppet, workshops and public appearance on 'Family Fun Day' 4th June 2022			
20/03/2022	(68) Minibeasts Attack.LCC	The Fetch Theatre Company	£600.00	Cultural Consortium - ROARS Attack of the Minibeasts			
17/03/2022	INV-8472	The Visual Works	£420.00	Cultural Consortium - Design and production of 2x A1 Panels			
23/03/2022	INV-8476	The Visual Works	£1,122.00	HSHAZ Community Engagement Project - design & production of files for brass rubbing plates. Design and print 1000x 'heritage passport'			
23/03/2022	2506	Anne Marie Lambert	£440.00	WBF - Get Cooking workshop			
25/03/2022	INV-10020	Barrington Print Ltd	£206.40	WBF - 2000x bookmarks (Shopmobility)			
26/03/2022	INV14008969 4	Zoom Video Communications	£11.99	WBF - Zoom 26Mar - 25Apr 2022	26/03/2022	Paid by card	
14/03/2022	P7351	Acer Tree Services (Hereford) Ltd	£4,530.00	WBF - Tree work at Etnam St and Talbot Hotel			

28/03/2022

March 2022 invoices

3 of 3

16/03/2022	15188	ECHO	£300.00	Cultural Consortium - Church St Voices Project tea parties			
22/03/2022	586246	Cleanmy	£31.16	Blue hand towels, toilet rolls			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	08/04/2022
01/04/2022	22/117	NABMA The National Association of British Market Authorities	£384.00	Annual subscription 2022/23			
05/04/2022	INV287689	broxap street furniture (Broxap Limited)	£1,252.62	3x 120ltr litter bins + fixing kit sets			
23/04/2022	15994	Microshade Business Consultants Ltd	£962.80	Hosting services + mailboxes			
07/04/2022	I90880C07274	Herefordshire Council	£495.00	TIC stock - green sacks			
04/04/2022	INV-1600	LARC Grange Court	£60.00	TIC stock-20xLeominster in Stitches Booklet			
07/04/2022	2010-11686	Blackburn IT Services Ltd	£180.00	Allotment Inspection App Service			
03/04/2022	4186	Shine On Window Cleaners	£46.00	window cleaning			
01/04/2022	N/A	DVLA	£0.00	Vehicle tax WX19			
01/04/2022	N/A	DVLA	£290.00	Vehicle tax EX06			
06/04/2022	INV-73574	Country Flavours	£71.38	TIC stock-juice,jams,chutneys			
01/04/2022	A8120374775	ATS Euromater Ltd	£285.78	MOT + repairs CP08			
06/04/2022	6/4/22	Woodthorpe Preserves	£156.60	TIC stock-jams,chutneys, gift boxes, bath oils, hand creams, bubble baths			
N/A	N/A	Wages April 2022		Wages April 2022			
N/A	N/A	Worcestershire Pension Funds		Pension Contribution April 2022			

19/04/2022

## April Invoices

22/03/2022	126850	Managed Technology	£86.27	Printing and copying			
31/03/2022	7447	Bromyard Laundrette	£33.90	Laundry for flat - March 2022			
31/03/2022	INV19171	HVOSS	£757.00	Bus replacement Oct-Mar2022 20wks			
31/03/2022	10327	Lloyd Richards Ltd	£216.00	Payroll-3monthly to 31/03/2022			
28/03/2022	LTC089	Leominster Town Council	£360.00	Financial admin services Sept21-Mar22 (Cultural Consortium)			Income
11/04/2022	Q11382b	Leander Architectural	£3,720.00	HSHAZ 12x Bronze plaques			
08/12/2022	587505	Cleanmy	£58.08	Uniform - boots			
08/04/2022	587506	Cleanmy	£16.03	2x boilersuit			
11/04/2022	587655	Cleanmy	£50.39	Airpot			
12/04/2022	587656	Cleanmy	£4.61	Microfibre cloths x8			
12/04/2022	587657	Cleanmy	£11.40	Mop heads x10			
08/04/2022	1729	Haven Distillery	£244.80	TIC stock-Gin x12			
08/04/2022	6349	Roundabout Stationery	£155.46	Office Supplies			
N/A	N/A	HMRC	£5,183.37	PAYE+NI April 2022 Month 1			
14/04/2022	DP39119	Safelincs Fire Safety Solutions	£231.58	Zoll Defibrillator pads x1, Paediatric pads x1	14/04/2022	paid by card	
14/04/2022	4145	Keeko Kids Ltd	£361.74	HAZ-crayons to accompany children's heritage passports	14/04/2022	paid by card	
01/04/2022	220410-2	Leominster Museum	£15.00	TIC stock-booklets x10			
07/04/2022	IN0183757	Tudor Environmental	£65.93	Uniforms			

# PARISH PATHS PARTNERSHIP (P3) AND PARISH LENGTHSMAN SCHEMES

## Contract between Herefordshire Council and Parish Council

DATED: 25<sup>th</sup> April 2022

LEOMINSTER TOWN COUNCIL

and

COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

## AGREEMENT

### Employer's Details

THIS AGREEMENT is made on the

BETWEEN the COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL of the one part and  
LEOMINSTER TOWN COUNCIL of the other part.

## 1. INTERPRETATION

In this Agreement the following expressions shall have the following meanings: -

- |                            |   |
|----------------------------|---|
| 1.1 "The Council"          | shall mean the County of Herefordshire District Council of Plough Lane, Hereford HR4 0LE  |
| "The Parish"               | shall mean the Parish Council.  |
| "The Managing Agent"       | shall mean Balfour Beatty Living Places when operating as the Provider under the Public Realm Services Contract between the Council and Balfour Beatty Living Places.   |
| "Public Realm"             | shall comprise the highways, public rights of way and public open spaces specified in Annex 1 part 1 in so far as they relate to each part of the Public Realm Maintenance specified in Annex 1, Part 2A, Part 2B and Part 2C.  |
| "Public Realm Maintenance" | shall comprise the particular minor Core Public Realm Maintenance work specified in Annex 1, Part 2A and Part 2C together with the Enhanced Public Realm Maintenance Work specified in Annex 1 Part 2B. All in accordance with the relevant specifications detailed in Annex 3. |
| "Financial Year"           | shall mean from 1 April in any year to 31 March in the next year.   |
| "Nominated Task"           | shall mean a task agreed in writing between the Council, or the Managing Agent, and the Parish to be carried out or arranged to be carried out in one financial year at a cost agreed and funded by the Parish.   |
| "Contractor"               | shall mean person or persons nominated by the Parish Council, otherwise termed as Lengthsman or persons carrying out Parish Paths Partnership (P3) tasks.   |

## 2. PURPOSE OF AGREEMENT

# PARISH PATHS PARTNERSHIP (P3) AND PARISH LENGTHSMAN SCHEMES

- 2.1 The Council as the local Highway Authority and as the authority responsible for other land, parks public open spaces and public rights of way.
- 2.2 The Parish are desirous of carrying out the Nominated Tasks within their Parish.
- 2.3 The Managing Agent is employed by the Council with the purpose to optimise the ability of the community to be self-reliant, reducing dependency of localities on public realm services. The specified outcome of which will be Communities within Herefordshire that are self-reliant and able to deliver services to an acceptable standard without the direct assistance of the Provider.
- 2.4 This Agreement is entered to provide the terms under which Nominated Tasks shall be carried out through the powers of the Council and the Parish to do so under Section 101 of the Local Government Act 1972 and all other enabling powers.
- 2.5 This Agreement is also the Council's consent as the highway authority under section 171 of the Highways Act 1980 for the Contractor to temporarily deposit building materials, rubbish or other things in the street or make a temporary excavation in streets that form part of the Nominated Tasks. This in so far as it is necessary to deliver the specified Nominated Task.
- 2.6 The Council, Managing Agent, Parish and Contractor shall work as partners and in the spirit of mutual trust and cooperation to achieve the Council's objectives and the agreed objectives of the Parish in regard to the Public Realm.
- 2.7 The parties agree and acknowledge that:
  - (a) nothing in this Agreement shall change or otherwise affect the Council's legal rights and obligations as the local Highway Authority or cause the Parish to assume the Council's legal obligations to maintain the highways falling within the boundaries of the Parish;
  - (b) the Parish, in its discretion, has decided to support the Council in undertaking the Nominated Tasks;
  - (c) the Nominated Tasks undertaken by the Parish or its Contractor(s) shall be completed to a standard of workmanship equivalent to, and in any event no higher than, that which would be applied by the Council if it was undertaking the work itself.
- 2.8 The Parish shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the Public Realm Maintenance. All works will be carried out in accordance with the Safety at Street Works and Road Works: Code of Practice 2013.
- 2.9 The Parish shall ensure that any Contractor appointed under this Agreement has the requisite qualifications, skills and experience necessary for the proper performance of the Public Realm Maintenance. The Council reserves the right (acting reasonably) to require that a Contractor is immediately removed from Public Realm Maintenance work in circumstances where the Council or its Managing Agent has reasonable grounds to believe that the Contractor is unsuitable, whether on the basis of the Contractor's qualifications, skills or experience or on the basis of Public Realm Maintenance work already undertaken by the Contractor.
- 2.10 Drainage work normally undertaken by the Lengthsman and included in the lengthsman annual maintenance plan may be eligible for grant funding.

## **3. DURATION OF THIS AGREEMENT**

- 3.1 This Agreement shall commence on the signing of this contract until the funding is utilised/or until either party gives notice under the Agreement to terminate it.

## **4. PAYMENT**

- 4.1 Subject to meeting the requirements of the Annual Maintenance Plan in relation to grant under the Lengthsman Drainage grant, and this contract The Council has made an allocation of funding to the parish as follows for the time period specified in 3.1.

# PARISH PATHS PARTNERSHIP (P3) AND PARISH LENGTHSMAN SCHEMES

£4339.00 in relation to lengthsman drainage works as outlined in the Annual Maintenance Plan

- 4.2 Unless agreed otherwise the Council shall make the payment for Public Realm Maintenance to the Parish quarterly in accordance with 4.3 and 4.4.
- 4.3 The Parish may submit their invoices monthly for works completed for a sum not exceeding that identified as to be funded by the Council in the Annual Maintenance Plan; this sum shall not exceed the annual allocation.
- 4.4 All expenditure must be supported with required documentary evidence. The Parish must make available all evidence to the Council and the Managing Agent on request and comply with any reasonable audit requirement that the Council or the Managing Agent may have. The Council shall not withhold any payment or part payment without giving the Parish one-month prior notice.

Evidence requirements as per guidance:

- Copy of all schedules of works completed for the month against the annual maintenance plan and approved works.
- Income and Expenditure records for the scheme
- Copy of the Contractors Invoices to support grant applied for
- Invoices to the Council for the grant claimed based on the work identified

All funds that have been provided by the Council in each Financial Year that have not been expended by the Parish on Public Realm Maintenance in each Financial Year shall be repaid to the Council within 3 months of the end of that Financial Year.

- 4.5 The Council shall make payment for any agreed funds in support of a Nominated Task following both completion of the work for the Nominated Task to the Council's satisfaction and submission of the invoice in accordance with 4.3 and 4.4 above. .

SIGNED

by .....

its duly appointed Chairman

and .....

its duly appointed Clerk on

behalf of LEOMINSTER TOWN COUNCIL

Signed on behalf of the **COUNTY  
OF HEREFORDSHIRE DISTRICT  
COUNCIL**

.....Authorised Signatory

ANNEX 1

Nominated Task.