

TENBURY TOWN COUNCIL 2020/21 FS02

MINUTES of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held remotely via Microsoft Teams on
MONDAY 2ND NOVEMBER 2020
at 6:00pm

For the purpose of transacting the business on the Agenda below
(Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England)
Regulations 2020)

PRESENT: Cllrs. S. Bowkett, A. Corfield, D. Dowell, M. Drummond, J. Fielder, E. Hudson and D. Patrick **[Chair]**.

IN ATTENDANCE: The Town Clerk and the Assistant to the Town Clerk.

FS20.13 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. Morgan due to technical difficulties.

FS20.14 DECLARATIONS OF INTEREST

There were no declarations of interest made under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

FS20.15 DISPENSATIONS

The Town Clerk stated that no requests for dispensation had been received.

FS.20.16 PUBLIC PARTICIPATION

None

FS20.17 MINUTES

Cllr. Drummond proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on the 29th June 2020. The proposal was seconded by Cllr. Fielder and

RESOLVED: (5 For, 1 Abstention)

To approve the minutes of the meeting of the Finance and Staffing Committee held on 29th June 2020 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.

FS20.18 BANK RECONCILIATIONS

Cllr. Bowkett joined the meeting at 6.13pm.

Members received the bank reconciliations for the periods ending 31st July 2020, 31st August 2020, and 30th September 2020.

F
I
N
A
N
C
E
&
S
T
A
F
F
I
N
G



TENBURY TOWN COUNCIL 2020/21 FS02

The account balances as at 30th September 2020 were confirmed as:

Unity Trust Current Account - £107,128.78
Unity Trust Deposit Account - £166.74
CCLA Public Sector Deposit Fund - £25,197.47
Worcestershire County Council 7 Day Notice Account - £138,596.09

There being no questions it was proposed by Cllr. Fielder seconded by Cllr. Drummond and unanimously

RESOLVED:

- (i) **To confirm and note that the Council bank accounts had been appropriately reconciled to 30th September 2020. The monthly account reconciliations for July 2020, August 2020 and September 2020 reconciliations were duly signed as correct by Cllr. Bowkett.**
- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st July to 30th September 2020.**

FS20.19 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during July to September 2020 were examined by the Committee. It was noted that the payments were authorised online by two Member authorised signatories and the Town Clerk.

The schedule of paid and outstanding invoices for payment for October 2020 were presented to Members.

It was proposed by Cllr. Hudson seconded by Cllr. Fielder and

RESOLVED: (5 For, 1 abstention)

- (i) **To approve the schedule of paid invoices processed during July 2020 to September 2020.**
- (ii) **To approve the October 2020 paid and outstanding invoices for payment.**

FS20.20 EXTERNAL AUDIT

The Town Clerk presented a report in the external auditor's report on the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2020. It

It was noted that external responsibility is to conduct an audit in accordance with guidance issued by the Public Sector Audit Appointments and, on the basis of their review of the Annual Governance and Accountability Return and supporting information, report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

PKF Littejohn LLP, the Council's external auditor has concluded the audit of the Annual Governance and Accountability Return for the year ended 31 March 2020.



TENBURY TOWN COUNCIL 2020/21 FS02

The auditor has issued an unqualified opinion and therefore, there are no matters that have come to his attention giving concern that relevant legislation and regulatory requirements have not been met. The information included in the annual return was in accordance with proper practices.

In accordance with the scale of audit fees for small bodies there is an audit fee payable of £600 plus Vat. There were no additional fees or charges incurred.

RESOLVED:

- (i) **The Committee noted that the audit of the Council's Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2020 has been concluded on 17th September 2020.**
- (ii) **The Committee noted that the external auditor has issued an unqualified opinion.**

FS20.21

REVENUE BUDGET MONITORING REPORT

The Town Clerk presented Members with the Revenue Budget Report. It was noted that all service areas have been affected by flooding, COVID-19 or both. Current predictions show that there is a likely to be an end of year reduction in income of £7,547 on the agreed budget. Current predictions on additional expenditure, which includes uninsured works on The Pavilion is likely to be in the region of £21,689. It was noted that due to the planned second Lockdown facilities would close again such as the tennis courts.

The Mayor thanked the Town Clerk for her hard work on the report. The Chair also thanked the Town Clerk on ensuring amounts have been set aside in the Reserves, which ensured the Council was financially stable during this period.

The Mayor noted the donation of paint for the changing room floors and thanked Plas Lime & Co. for the generous donation.

Following discussion Cllr. Hudson proposed seconded by Cllr. Drummond and unanimously

RESOLVED:

- (i) **The Committee noted the contents of the Revenue Budget Monitoring Report.**
- (ii) **The Committee noted the expenditure up to the 30th September 2020.**
- (iii) **The Committee agreed the recommendation to fund the overspends from the General Fund.**

FS20.22 INSURANCE VALUATION

The Town Clerk stated that following the works to the Council's facilities it was appropriate for insurance purposes for the Council's facilities to be revalued by an independent valuer.



TENBURY TOWN COUNCIL 2020/21 FS02

Following discussion, the Chair proposed seconded by Cllr. Drummond and unanimously

RESOLVED:

To agree to appoint an independent valuer to revalue the Council's buildings for insurance purposes.

FS20.23 REVENUE BUDGET 2021/2022

The Committee reviewed the financial strategy and considered any implications for the 2021/2022 revenue budget and reserves.

It was noted that the Council's net revenue budget for 2020/21 is £191,600, which was an increase of £1,600 on the 2019/20 budget. Whilst the budget increased, the Council Tax levels remained the same due to the increase in the taxbase. The taxbase is calculated by Malvern Hills District Council and the revised figure is not known at this stage. The taxbase can be increase due additional properties or decrease due an increase in Council Tax benefit claims and single occupancy households.

Several budget areas were highlighted that will need to be addressed in the 2021/22 revenue estimates, including the following:

- i. Increase in insurance premiums following flood claims
- ii. Reduction in interested generated from investments following reduction in interest rates
- iii. Reduced income from room hire at The Pump Rooms
- iv. Continued contribution to reserves for ongoing repairs and maintenance of the Council's facilities
- v. Repairs to the Riverwalk railings
- vi. Additional cleaning and protection due to COVID-19
- vii. Reduction in income due to the possibility the continuation of the pandemic
- viii. Maintenance and cleaning of The Pavilion.

Members reviewed the current contribution to Earmarked Reserves and agreed that an annual contribution of £5,000 to set aside for the Riverwalk for future repairs and maintenance.

Members agreed that a contribution should continue to be made to the General Fund considering the events of this year.

A provision of 2% increase for salaries was agreed to be appropriate.

The Chair proposed seconded by Cllr. Fielder and unanimously:

RESOLVED:

(i) The Committee noted and agreed the anticipated budget pressures for 2021/22.

- a. Increase in insurance premiums**
- b. Reduction in interest**



TENBURY TOWN COUNCIL 2020/21 FS02

- c. Reduction in income for room hire and sports facilities
 - d. Increase in cleaning and maintenance budget for The Pavilion
 - e. Increase in salaries by 2%.
 - f. Cleaning and health and safety due to COVID-19
- (ii) The contributions to the Reserves to remain at the same level except for the contribution to the Riverwalk Reserve increasing from £500 to £5,000 per annum.

FS20.24 REVIEW OF FEES AND CHARGES

The Committee discussed the revised fees and charges for 2021/22, including setting a fee for the hire of The Pavilion.

It was agreed to defer a decision on the fee for the hire of The Pavilion and too establish the fees charged by other facilities.

The Town Clerk was requested to obtain information on the charges set by surrounding authorities with regards Exclusive Rights of Burial for residents and non-residents for future consideration.

It was agreed the other current fees to remain unchanged for the coming year.

The Committee agreed and unanimously

RESOLVED:

- (i) To agree and approve the fees and charges for

The Pump Rooms

Room Hire (per hour)	£10.00
Room Hire - regular booking (per hour)	£9.00
Room Hire Local Community Charities 0-1 hour	Free
Room Hire Local Community Charitie 1+ hours (per hour)	£10.00

Main and Back Room -Wedding ceremonies	£155.00 (weekdays)
	£180.00 (Saturdays)

Hire of crockery	£5.00 (inc. vat)
------------------	------------------

Tennis Courts

Adult (per hour)	£ 2.00 (inc. vat)
Child (under 16)	£1.00 (inc. vat)

Adult (Annual Fee)	£ 80.00 (inc. vat)
Child (Annual Fee)	£ 40.00 (inc. vat)



TENBURY TOWN COUNCIL 2020/21 FS02

Bowling Green Fees

Adult (per hour)	£ 2.50 (inc. vat)
Bowling Club	£ 800.00
Bowling League	£ 800.00

Palmer's Meadow

Fair	£ 850.00
Overflow Car Park (car boot/events)	£ 40.00 (inc. vat)
Sports Pitch hire (2 hours)	£ 20.00 (inc. vat)
Events- Free Community Events	Free

Caravans

Under 5 caravans – per caravan	£ 10.00 (inc. vat)
Over 5 caravans – per caravan	£ 8.00 (inc. vat)
Tents – per tent	£ 5.00 (inc. vat)

The Burgage

Events (hire of land) – entrance fee charged	£ 120.00
Events – free community events	Free
Car Boots	£ 165.00

(ii) The charging policy as below:-

1. 10% discount for regular room hire bookings at the Pump Rooms.
2. Local charities – first hour free and thereafter £10.00 per hour for the hire of the hall.
3. The hire of the Burgage and or Palmers Meadow for events – free for the first 2 years and a charge applied from the third year onwards.
4. The hire of the Burgage or Palmers Meadow will not be charged for free community events.

FS20.25 SURPLUS FUNDS

It was proposed by Cllr. Drummond seconded by Cllr. Fielder and unanimously

Resolved:

To agree to transfer the sum of £30,000 to the CCLA Public Sector Deposit Fund and £30,000 to the Worcestershire County Council 7-day Notice Account.

FS20.26 EXCLUSION OF PRESS AND PUBLIC

It was proposed by the Chair seconded by Cllr. Hudson and unanimously

RESOLVED:



To agree the exclusion of Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

FS20.27 STAFFING MATTERS

The Committee discussed the provision of staffing hours for cleaning of The Pavilion once it reopens for public hire.

It was proposed by the Chair seconded by Cllr. Drummond and unanimously

RESOLVED:

- (i) To agree to an additional two hours per week in the salaries budget for the provision of cleaning of The Pavilion.
- (ii) The additional hours to be paid by timesheet as required.

The Mayor reminded Members on the procedure for submitting complaints about a member of staff or a fellow councillor.

FS20.28 FOOTBALL CLUB LICENCE

The Committee discussed the fee to Tenbury United Football Club for the inclusion of the changing rooms hire within their licence. Due to COVID-19 restrictions, the football club have been unable to use the changing rooms.

It was proposed by the Chair seconded by Cllr. Bowkett and unanimously

RESOLVED:

To agree to waive the fee to Tenbury United Football Club in respect of the hire of the changing rooms for the 2020 -21 season.

FS20.29 RE-ADMISSION OF PRESS AND PUBLIC

The Committee agreed there being no further confidential business, to readmit the press and public for the remainder of the meeting.

FS20.30 DATE AND TIME OF NEXT MEETING

To be confirmed

Meeting closed at 7:20pm.

Signed

Date

