

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **MONDAY 25<sup>TH</sup> OCTOBER 2021 at 7.00pm**  
at The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

**PRESENT:** Cllrs. S. Bowkett, A. Corfield, J. Fielder, E. Hudson, J. Morgan, D. Patrick (Chair) and A. Wilkinson.

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

**FS21.53 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FS21.54 DECLARATION OF INTEREST**

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

**FS21.55 DISPENSATIONS**

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

**FS21.56 PUBLIC PARTICIPATION**

None

**FS21.57 MINUTES**

Cllr. Morgan proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 27<sup>th</sup> September 2021. The proposal was seconded by Cllr. Bowkett and

**RESOLVED: (6 For, 1 Abstention)**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 27<sup>th</sup> September 2021 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.**

**FS21.58 BANK RECONCILIATIONS**

Members received the bank reconciliations for the period ending 30<sup>th</sup> September 2021.

The account balances as at 30<sup>th</sup> September were confirmed as:

- Unity Trust Current Account - £199,124.28
- Unity Trust Deposit Account - £166.74
- CCLA Public Sector Deposit Fund – £30,215.96
- Worcestershire County Council 7 Day Notice Account - £168,720.22

It was proposed by Cllr. Morgan seconded by Cllr. Wilkinson and unanimously



**RESOLVED:**

- (i) To confirm and note that the Council bank accounts had been appropriately reconciled to 30<sup>th</sup> September 2021.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> September to 30<sup>th</sup> September 2021.

**FS21.59 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during September and October 2021 were examined by the Committee. It was noted that the payments were authorised online by two authorised Member signatories and the Town Clerk.

The schedule of outstanding invoices for payment for October 2021 was presented to Members.

It was proposed by Cllr. Bowkett seconded by Cllr. Morgan and unanimously

**RESOLVED:**

- (i) To approve the schedule of paid invoices processed during September 2021 and October 2021.
- (ii) To approve the schedule of outstanding invoices for payment.

**FS21.60 REVENUE BUDGET MONITORING REPORT**

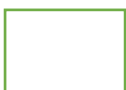
The Town Clerk presented the Committee with the revenue budget monitoring report for the six months ending 30<sup>th</sup> September 2021.

The Committee discussed and agreed the transfer of funds from the current account to the Worcestershire County Council account with the amount to be determined by the Town Clerk.

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

**RESOLVED:**

- (i) The Committee noted the contents of the Revenue Budget Monitoring Report.
- (ii) The Committee noted the expenditure up to the 30<sup>th</sup> September 2021.
- (iii) The Committee noted the forecasted over and underspends.
- (iv) The Committee noted the partial exemption positions and payment due to H M Revenue & Customs.
- (v) The Committee agree transferring a balance from the current account to the Worcestershire County Council account.



**FS21.61 REVENUE BUDGET 2022/2023**

The Committee reviewed the financial strategy and considered the potential implications for the 2022/23 revenue budget and reserves.

It was noted that the Council set its budget on many assumptions, and it is inevitable that budget priorities will change over time and be affected by other implications such as flooding and COVID-19. Several budget areas were highlighted of concern that will need to be revised in the 2022/23 revenue estimates.

Members reviewed the current contribution to Earmarked Reserves and agreed that an annual contribution of £5,000 allocated for the Riverwalk should continue and that the contribution to the car park for maintenance and resurfacing should be increased.

Cllr Hudson proposed seconded by Cllr. Morgan and unanimously:

**RESOLVED:**

- (i) **The Committee noted and agreed the anticipated budget pressures for 2022/23.**
- Increase in insurance premiums
  - Reduction in interest
  - Reduction in income from hire of The Burgage
  - Repairs and maintenance
  - Reduction in income from room hire
  - Increase in salaries
- (ii) **The contributions to the Reserves to remain at the same level, except for the contribution to the Car Park Resurfacing Reserve, which is to be increased to £2,000 per annum.**

**FS21.62 FEES & CHARGES 2022/2023**

The Committee discussed the revised fees and charges for 2022/23 including the VAT implications of the Option to Tax the Pavilion and grounds.

It was that VAT should be in addition to the current fees that were previously exempt, including the bowling green and hire of The Burgage. It was noted that the hire of The Pump Rooms for weddings is a vatable service.

It was proposed by Cllr. Morgan seconded by Cllr. Wilkinson and unanimously

**RESOLVED:**

- (i) **To agree and approve the fees and charges for 2022/23:**

**The Pump Rooms**

**Room Hire (per hour)**

**£10.00 Exempt**



TENBURY TOWN COUNCIL 2021/22 FS06

|   |               |
|---|---------------|
| Room Hire - regular booking (per hour)                | £9.00 Exempt  |
| Room Hire Local Community Charities 0 - 1 hour        | Free          |
| Room Hire Local Community Charity 1 hour + (per hour) | £10.00 Exempt |

|                              |   |
|------------------------------|---|
| Main and Back Room - Wedding | £186.00 (inc. vat) (weekdays)<br>£216.00 (inc. vat) (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) |

Bowling Green Fees

|                  |                     |
|------------------|---------------------|
| Adult (per hour) | £ 2.50 (inc. vat)   |
| Bowling Club     | £ 960.00 (inc. vat) |
| Bowling League   | £ 960.00 (inc. vat) |

The Pavilion

|                             |                   |
|-----------------------------|-------------------|
| Room Hire (per hour)        | £6.00 (inc. vat)  |
| The Bowling Club (weekly)   | £21.60 (inc. vat) |
| The Bowling League (weekly) | £21.60 (inc. vat) |

Palmer's Meadow

|                                     |                    |
|-------------------------------------|--------------------|
| Fair                                | £ 850.00 (Exempt)  |
| 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 | £ 144.00 (inc. vat) |
| Events – free community events               | Free                |
| Car Boots                                    | £ 198.00 (inc. vat) |

(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.**

**FS21.63 INTERNAL AUDITOR'S REPORT**

The Committee received and reviewed the Internal Auditor's Interim Report, which was completed remotely on 15<sup>th</sup> October 2021. There were no matters arising from the report and it was noted that on the basis of the programme of work undertaken for the year to date, the Council has maintained adequate and effective internal control arrangements.

The report commends the Town Clerk for the quality of her work.

**RESOLVED:**

**To note the Internal Auditor's 2021/22 Interim Report prepared by Auditing Solutions Ltd and that there were no matters arising to warrant formal recommendation.**

**FS21.64 ROOM HIRE**

The Committee considered the hire of The Pump Rooms and the Pavilion for an arts 'Flood' project, which will result in a free performance in March 2023.

It was proposed by Cllr. Hudson seconded by Cllr. Patrick and unanimously

**RESOLVED:**

**To agree the hire of The Pump Rooms and the Pavilion for an arts 'Flood' project, which will enable the hire to be offset as matching funding for an arts grant application.**

**FS21.65 DATE AND TIME OF NEXT MEETING**

29<sup>th</sup> November 2021 at 7.15pm

Meeting closed at 8.19pm.

Signed .....

Date .....

