

TENBURY TOWN COUNCIL 2012/13 FS04

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Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 25th February 2013 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr S. Corfield (Mayor), ~~Cllr S. Bowkett~~, Cllr J. Da Costa Cllr J. Morgan, Cllr G. Price (Deputy Mayor), Cllr A. Weston (Deputy Chair), Cllr M. Willis (Chair)
APOLOGIES: Cllr S. Bowkett ~~Cllr J. Da Costa~~, Cllr A. Rigby

4.1 Apologies. To consider the acceptance of apologies for absence from Councillors

Apologies had been received from Cllrs Da Costa and Rigby.

RESOLVED that apologies be accepted.

4.2 Declarations of Interest

None.

4.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 28th January 2013.

The minutes of the previous meeting, held on 28^h January 2013, were confirmed and signed by the Chairman as a true and correct record of proceedings.

4.4 To review the budget for the year and the Council's financial position to date.

Members reviewed the budgets to date and were satisfied with the position leading up to year end. (Appendix A)

RESOLVED that the budget position be accepted.

4.5 To approve the Monthly Accounts to February 2013 and the Outstanding Accounts for March 2013 for recommendation to Full Council.

Appendix B

RESOLVED that the Monthly Accounts to February 2013 and Outstanding Accounts for March 2013 be approved and so presented for ratification by Full Council.

4.6 To be updated on applications for the post of Administrative Assistant to the Town Clerk.

Members were informed that there had been 18 applicants for the post. A shortlist of five applicants had been interviewed on Friday February 15th. Members with delegated powers had chosen the preferred candidate who had accepted the offer. Mrs Karen Thirlby would take up employment on April 2nd. Contract details to be considered at item 4.11.

4.7 Correspondence.

None

4.8 Councillors' reports and items for future agenda

None

4.9 Exclusion of the Press and Public.

RESOLVED to pass a resolution that the press and public be excluded from the meeting during consideration of the following items of business because it is likely that in view of the nature of the business to be transacted, there would be disclosure of exempt information, as defined in Section 100(1) of the Local Government Act 1972:-

4.10 To consider extension of a staff contract term.

It was proposed that the contract term for the Heritage Access Officer be extended by 3 months to the end of December 2013. The HLF Grant closure date had been extended to 31/12/13. The remaining HLF funding would cover for these extra three months of employment which would

enable the HAO to again support events in town right up to Mistletoe Season 2013. Revised budgets had been submitted to the HLF monitor for approval. Members felt this was a sensible proposal.

RESOLVED that a three month extension of the HAO employment contract be recommended to Full Council once approval of the revised budget allocations was received from HLF.

4.11 To consider matters relating to appointment of the Administrative Assistant to the Town Clerk.

Members considered the draft contract of employment for the Administration Assistant.

RESOLVED that the details of the contract be approved for the formal employment offer to be made to the chosen candidate.

Meeting closed 8:50 pm

Signed

Date

EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	PROJECTED	% of Budget Reached TO DATE	Balance Unspent	END OF YEAR FORECAST	INCOME	Re Forecast	ACTUAL	ACTUAL	ACTUAL	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived	% of Budget Reached TO DATE
	2012/13	2012/13	2012/13	409	443	483						81	81	81	81			
	2012/13	2012/13	2012/13	Jan-13	Feb-13	Mar-13					2012/13	Jan-13	Feb-13	Mar-13	Mar-13			
Property Running Costs																		
Pavilion & Groundsmans Shed																		
Electricity	800		800	961.79	961.79	961.79	120%	-161.79	120%									
Water	200		200	88.44	88.44	88.44	44%	111.56	44%									
Rates	350		350	315.00	315.00	315.00	90%	35.00	90%									
Building Maintenance	500	170	670	56.10	56.10	200.00	8%	470.00	30%									
Electrical Maintenance	300	150	450			300.00		150.00	67%									
Pavilion Roof Maintenance	1000		1000					1,000.00										
	3,150.00	320.00	3,470.00	1,421.33	1,421.33	1,865.23	41%	1,604.77	54%									
Changing Rooms																		
Electricity	400		400	444.52	444.52	444.52	111%	-44.52	111%	Changing Rooms Meter	400	181.00	210.00	210.00	200.00	53%	200.00	50%
Water	200		200	110.72	110.72	110.72	55%	89.28	55%									
Building Maintenance	250		250					250.00										
Electrical Maintenance	150		150			150.00			100%									
	1,000.00	-	1,000.00	555.24	555.24	705.24	56%	294.76	71%		400						400.00	
Old Mortuary																		
Building Maintenance	100		100					100.00		Mortuary Rent	150						150.00	
Old Mortuary Renovation	2000		2000	165.15	165.15	165.15	8%	1,834.85	8%									
	2,100.00	-	2,100.00	165.15	165.15	165.15	8%	1,934.85	8%		150						150.00	
	40,156.00	4,941.00	45,097.00	29,335.48	29,335.48	32,328.17	65%	12,768.83	72%		8900	4,110.50	5,498.00	5,498.00	6,065.00	62%	3,385.00	68%
Contingency Fund	200	700	900	848.18	848.18	848.18	94%	51.82	94%									
PREMISES TOTAL	40,356.00	5,641.00	45,997.00	30,183.66	30,183.66	33,176.35	66%	12,820.65	72%	PREMISES TOTAL	8900	4,110.50	5,498.00	5,498.00	6,065.00	62%	3,385.00	68%

AMENITIES										AMENITIES									
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unspent	END OF YEAR FORECAST	INCOME	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived	% of Budget Reached TO DATE	
	2012/13		2012/13	Jan-12	Feb-12	Mar-12					2012/13	Jan-12	Feb-12	Mar-12	Mar-12				
Property Running Costs																			
Bowling Green																			
Treatment & Scarifying	2800		2800	1,183.50	1,183.50	2,000.00	42%	800.00	71%	Bowling Club	540	539.00	539.00	539.00	539.00	100%	1.00	100%	
										Bowling League	540	539.00	539.00	539.00	539.00	100%	1.00	100%	
										Pay per Use Fees									
	2,800.00	-	2,800.00	1,183.50	1,183.50	2,000.00	42%	800.00	71%		1080	1,078.00	1,078.00	1,078.00	1,078.00	100%	2.00	100%	
Tennis Courts																			
Repair & Upkeep	500	390	890	320.97	620.37	850.00	70%	40.00	96%	Tennis Club Fees	938	938.00	938.00	938.00	938.00	100%		100%	
Tennis Court Path	250		250					250.00		Pay per Use Fees	250	238.00	238.00	238.00	238.00	95%	12.00	95%	
	750.00	390.00	1,140.00	320.97	620.37	850.00	54%	290.00	75%		1188	1,176.00	1,176.00	1,176.00	1,176.00	99%	12.00	99%	
Burqage																			
Grass Cutting	1700		1700	1,700.00	1,700.00	1,700.00	100%		100%	Bonfire	110	110.00	110.00	110.00	110.00	100%		100%	
Kyre Bank Strimming	700		700	700.00	700.00	700.00	100%		100%										
Play Area	500		500	351.75	351.75	351.75	70%	148.25	70%	Car Boot Sales	700	140.00	360.00	360.00	460.00	51%	240.00	66%	
Shrubs & Flowers	500		500	136.00	136.00	200.00	27%	300.00	40%	Hanging Baskets									
Japanese Knotweed	630		630	539.00	539.00	539.00	86%	91.00	86%										
	4,030.00	-	4,030.00	3,426.75	3,426.75	3,490.75	85%	539.25	87%		810	250.00	470.00	470.00	570.00	58%	240.00	70%	
Palmers																			
Grass Cutting	1700		1700	1700.00	1700.00	1700.00	100%		100%	Football Club	967	479.75	479.75	479.75	964.00	50%	3.00	100%	
Hedge Cutting	100		100					100.00		Rugby Club	590	440.50	440.50	440.50	590.00	75%		100%	
Car Park Rates	4100		4100	4050.00	4050.00	4050.00	99%	50.00	99%	May Fair	735	735.00	735.00	735.00	735.00	100%		100%	
										Scout Hut	5	5.00	5.00	5.00	5.00	100%		100%	
	5,900.00	-	5,900.00	5,750.00	5,750.00	5,750.00	97%	150.00	97%	Skip Rent, annual.	350				350.00	100%		100%	
General Costs											2647	1,660.25	1,660.25	1,660.25	2,644.00	63%	3.00	100%	
Groundsman Tools	200	100	300	275.73	275.73	275.73	92%	24.27	92%										
Petrol/Diesel	400		400	144.04	144.04	200.00	36%	200.00	50%	Cemetery charges	200	110.00	110.00	110.00	110.00	55%	90.00	55%	
Maintenance of Equipment	600		600	590.50	590.50	590.50	98%	9.50	98%										
Maintenance Costs	1000		1000	574.97	658.97	850.00	66%	150.00	85%										
Tree Work	2000	1000	3000					3,000.00											
Groundsman Training	350		350					350.00											
	4,550.00	1,100.00	5,550.00	1,585.24	1,669.24	1,916.23	30%	3,733.77	35%		200	110.00	110.00	110.00	110.00	55%	90.00	55%	
	18,030.00	1,490.00	19,420.00	12,266.46	12,649.86	14,006.98	65%	5,413.02	72%		6475	4,274.25	4,494.25	4,494.25	5,578.00	69%	347.00	86%	
Contingency Fund	1000		1000	100.00	100.00	100.00	10%	900.00	10%										
AMENITIES TOTAL	19,030.00	1,490.00	20,420.00	12,366.46	12,749.86	14,106.98	62%	6,313.02	69%	AMENITIES TOTAL	6475	4,274.25	4,494.25	4,494.25	5,578.00	69%	347.00	86%	

ADMINISTRATION										ADMINISTRATION									
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unspent	END OF YEAR FORECAST	INCOME	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived	% of Budget Reached TO DATE	
	2012/13		2012/13	Jan-12	Feb-12	Mar-12						Jan-12	Feb-12	Mar-12	Mar-12				
Petty Cash	300		300	169.50	169.50	169.50	57%	130.50	57%										
Telephone/Broadband	700		700	549.45	624.22	638.09	89%	61.91	91%										
Stationery & Misc.	450		450	390.51	423.56	423.56	94%	26.44	94%										
Photocopying	450		450	220.86	384.35	384.35	85%	65.65	85%										
Lone Worker Alarm	150		150	78.00	104.00	104.00	69%	46.00	69%										
Computer & software	300		300			300.00			100%										
	2350		2350	1408.32	1705.63	2019.5	73%	330.50	86%										
Council Running Costs																			
Audit etc.	1400		1400	1,450.00	1,450.00	1,450.00	104%	-50.00	104%	Recovered VAT	8777	11,561.30	11,561.30	11,561.30	11,561.30	132%	-2,784.30	132%	
Internal Auditors Fee	175		175	150.00	150.00	150.00	86%	25.00	86%	Wayleaves	50	54.20	54.20	54.20	54.20	108%	-4.20	108%	
Elections												5.00	5.00	5.00	5.00		-5.00		
Fees (Legal)	1500		1500	395.00	395.00	395.00	26%	1,105.00	26%	Interest on A/Cs	30	10.71	10.71	10.71	10.71	36%	19.29	36%	
Memberships CALC/SLCC	1200		1200	1,116.50	1,235.50	1,235.50	103%	-35.50	103%	Hereford and Worcester A	30		9.69	9.69	9.69	32%	20.31	32%	
Training Courses																			
Travel Allowances																			
Insurance (all buildings)	8500		8500	8,241.40	8,241.40	8,241.40	97%	258.60	97%										
Employers Nat. Ins	4200		4200	1,864.38	1,864.38	1,864.38	44%	2,335.62	44%										
	16975		16975	13217.28	13336.28	13336.28	79%	3,638.72	79%		8887	11631.206	11640.896	11640.896	11640.896	131%	2,753.90	131%	
Community Services																			
Street Lighting	2500		2500	2,388.16	2,388.16	2,388.16	96%	111.84	96%										
Car Park Maintenance (Long term)	1000		1000			1,000.00			100%										
Bus shelter, maintenance/cleaning	250		250	160.00	176.00	192.00	70%	58.00	77%										
	3750		3750	2548.16	2564.16	3580.16	68%	169.84	95%										
Donations																			
Tenbury in Bloom	150		150	150.00	150.00	150.00	100%		100%										
Tenbury Tourism	350		350					350.00											
Windfall Prizes		4000	4000	4,000.00	4,000.00	4,000.00			100%										
	500	4000	4500	4150	4150	4150	92%	350.00	92%										
Promotion																			
Advertising	1000		1000	507.10	616.10	700.00	62%	300.00	70%										
Web Site/Digital Screen	600		600	125.00	125.00	520.00	21%	80.00	87%	Web Site									
	1600		1600	632.1	741.10	1220	46%	380.00	76%										
Loans																			
Public Works Loan Board(all loans)	4500		4500	3,957.58	3,957.58	3,957.58	88%	542.42	88%										
	4500		4500	3957.58	3957.58	3957.58	88%	542.42	88%										
Payback Schemes																			
Lengthsman	2280	278	2558	2,065.00	2,260.00	2,558.00	88%		100%	Lengthsman	2558	1,870.00	2,065.00	2,065.00	2,558.00	81%		100%	
Footpaths	550	-50	500		500.00	500.00	100%		100%	Footpaths	500		500.00	500.00	500.00	100%		100%	
Rate Relief	300		300	256.19	256.19	300.00	85%		100%	Rate Relief	300	396.45	396.45	396.45	300.00	132%		100%	
	3130	228	3358	2321.19	3016.19	3358	90%		100%		3358	2266.45	2961.45	2961.45	3358	88%		100%	
Jubilee Events	1500	1000	2500	1,485.02	1,485.02	2,000.00	59%	500.00	80%										
Jubilee Hanging Baskets	1000	400	1400	1,892.00	1,892.00	1,400.00	135%		100%										
	2500	1400	3900	3377.02	3377.02	3400	87%	500.00	87%										
	35,305.00	5,628.00	40,933.00	31,611.65	32,847.96	35,021.52	80%	5,911.48	86%		12245	13,897.66	14,602.35	14,602.35	14,998.90	119%	2,753.90	122%	
Contingency Fund	269	600	869	978.49	998.90	1,019.84	115%	-150.84	117%										
ADMIN SUB TOTAL	35,574.00	6,228.00	41,802.00	32,590.14	33,846.86	36,041.36	81%	5,760.64	86%		12245	13,897.66	14,602.35	14,602.35	14,998.90	119%	2,753.90	122%	

EXPENDITURE	REVISED BUDGET	From RESERVES	Total Budgeted Spend	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unspent	END OF YEAR FORECAST	INCOME	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived	% of Budget Reached TO DATE
	25/06/2012		2012/13	Jan-12	Feb-12	Mar-12						Jan-12	Feb-12	Mar-12	Mar-12			
WAGES/ALLOWANCES																		
Mayors Allowance	950.00		950	497.26	650.26	950.00	68%		100%									
SALARIES	50682.00		50682	44,352.61	45,435.43	50,682.00	90%		100%									
HLF Salaries	20000.00		20000	14,176.03	14,176.03	20,000.00	71%		100%									
WAGES/ALLOWANCES TOTAL	51632		51632.00	44849.87	46085.69	51632.00	89%		100%									
ADMIN GRAND TOTAL	87,206	6,228	93,434.00	77,440.01	79,932.55	87,673.36	86%	5,760.64	94%	ADMIN GRAND TOTAL	12245	13,897.66	14,602.35	14,602.35	14,998.90	119%	2,753.90	122%

OVERVIEW										OVERVIEW									
TOTALS	REVISED BUDGET		Total	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unspent	END OF YEAR FORECAST	TOTALS	PRECEPT	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived	% of Budget Reached TO DATE
EXPENDITURE	2012/13		2012/13	Jan	Feb	March				INCOME		Jan	Feb	Mar	Mar				
PREMISES	40356	5,641.00	45997	30,183.66	30,183.66	33,176.35	66%	12,820.65	72%	PREMISES	8900	4,110.50	5,498.00	5,498.00	6,065.00	62%	-3,385.00	68%	
AMENITIES	19030	1490	20420	12,366.46	12,749.86	14,106.98	62%	6,313.02	69%	AMENITIES	6475	4,274.25	4,494.25	4,494.25	5,578.00	69%	-347.00	86%	
ADMINISTRATION	87206	6228	93434	77,440.01	79,932.55	87,673.36	86%	5,760.64	94%	ADMINISTRATION	12245	13,897.66	14,602.35	14,602.35	14,998.90	119%	2,753.90	122%	
SUBTOTAL	146592	13359	159851	119990.13	122866.07	134956.69	77%	24,894.31	84%	SUBTOTAL	27620	22282	24595	24595	26642	89%	-978.10	96%	
PRECEPT										PRECEPT	118972	118972	118972	118972	118972	100%		100%	
TOTAL	146592	13359	159851	119990.13	122866.07	134956.69	77%	11,635.31	84%	GRAND TOTAL	146592	141254.406	143566.596	143566.596	145,613.90	98%	-978.10	99%	

ACCOUNTS February 2012

Bank Balances as at 25th February 2013

Barclays Current A/C - 007 Savings	£	4,219.98
Barclays Current A/C - 023	£	5,234.03
Barclays Re-cycling A/C - 104	£	10,335.84
Barclays HLF grant A/C - 143	£	942.32
WCC Deposit A/C	£	5,939.26

Payments in February

04/02/13	Barclays	Bank Charges Dec-Jan	20.41	Note
04/02/13	Barclays	Bank Charges Dec-Jan	9.45	
06/02/13	Entanet	Internet Feb 2013	16.64	
01/02/13	Mr M. Morris	Mole Control Palmers	51.00	
21/02/13	Worcester Mayor	Donation	20.00	
25/02/13	West Mercia Supplies	Photocopies 23/8 - 13/12/12	87.83	
25/02/13	West Mercia Supplies	Photocopier Lease 13/02 - 12/05	108.36	
25/02/13	Agrii	Mogaton - Tennis Court Moss control	398.88	
25/02/13	DFP (UK) Ltd	DFP Membership Subscription Jan - Mar	108.00	
25/02/13	Wychavon District Council	Chairman Charity Dinner x 2	58.00	
25/02/13	Mayor of Ledbury	Chairman Charity Dinner x 2	75.00	
25/02/13	Mr C. Bunn	Lengthsman Scheme - January	195.00	
			<hr/>	
			1,148.57	
			<hr/>	
Wages			£	4,891.53
TOTAL PAYMENTS			£	6,040.10

ACCOUNTS February 2012**Accounts Due in March 2013**

SLCC	CPD Books	33.05	
Teme Valley Times	Cinemonkeys Ad Feb/Mar 2013	20.00	1
Teme Valley Times	Pump Rooms Wedding Ad Feb/Mar 2013	49.00	
Newsquest Media Group	Pump Rooms Wedding Ad Advertiser	48.00	
Mr P Bevis	Footpaths Maintenance Works	500.00	
Upper Bridge Enterprises	Email 28/9/11 - 14/2/13	33.07	
Orange Phone Top Up	HAO Phone	20.00	
A.James	Bus Shelter Cleaning	16.00	
Orange Phone Top Up	Groundsman Phone	20.00	
Amazon.co.uk	Classic Film DVDS	4.49	1
Amazon.co.uk	Props for Films	22.12	1
Ryman	Glitter	2.59	1
ELC	Play Sand	4.00	1
Poundworld	Foam Easter Eggs	3.00	1

Notes

£ 775.32

1. Paid from HLF account.

Receipts in February

22/02/13	WCC	Lengthsman sceme	195.00
01/02/13	Barnados Teme Valley Childrens	(Hire Pump Rooms April thru July 2012	885.50
01/02/13	Regal Tenbury Trust	Rent -February	367.00
05/02/13	Wedding	Instone Feather	50.00
08/02/13	WCC	Footpaths Grant	500.00
09/02/13	NJ Weaver	Hire Pump Rooms - Wedding	50.00
09/02/13	Regal Tenbury Trust	DFP Contribution	90.00
21/02/13	Centre for Musical Discovery	Hire Pump Rooms	15.00
21/02/13	John Stirling	Burgage Car Boot	220.00
08/02/13	Tenbury Bowling Club	Hire Pump Rooms	18.00
15/02/13	Tenbury in Bloom	Hire Pump Rooms	2.00
14/11/12	Changing Room Meter	Collected Monies	29.00
	Savings Interest		9.69

TOTAL RECEIPTS**£ 2,431.19****Invoices Due as at 25th February 2013**

659	Countryside Service - Health Wall	Pump Rooms Hire	60.00
661	Tenbury United Football Club	2012/13 Season License Fee Installment 2 due 15th November 2012	241.75

£301.75