

TENBURY TOWN COUNCIL 2012/13 FS05

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 25<sup>th</sup> March 2013** at **8:10 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

APOLOGIES: Cllr A. Rigby

ABSENT: Cllr S. Bowkett

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

Apologies had been received from Cllr Rigby.

**RESOLVED** that apologies be accepted.

**5.2 Declarations of Interest.**

None

**5.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 25th February 2013.**

The minutes of the previous meeting, held on 25<sup>h</sup> February 2013, were confirmed and signed by the Chairman as a true and correct record of proceedings.

**5.4 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 to year end. (Appendix A)

**5.5 To approve the Monthly Accounts to March 2013 and the Outstanding Accounts for April 2013 for recommendation to Full Council.**

Appendix B

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

**5.6 To consider quotations for Insurance.**

Members were informed that the long term insurance agreement with Aviva was now up for renewal. Quotations had been obtained from Aviva via brokers WPS and also from Zurich Insurance. Aviva had provided a good service to date most especially with flooding claims and had paid out over £150K. However the quotation from Zurich was over £2K cheaper for like for like cover on a new 3 year long term agreement with a £250 excess. WPS had cautioned that this was a bid by Zurich to take market share and unsustainable in the long term. Members felt that they could not ignore such a saving and that market forces would balance in the long term so the preferred option was to move insurance to Zurich.

**RESOLVED** that the Town Council insurers be Zurich Muncial (Zurich Insurance plc) on a 3 year long term agreement with an annual premium of £ 5586.75 and excess set at £250.

**5.7 Correspondence.**

None

**5.8 Councillors' reports and items for future agenda**

None

Meeting closed 8:50 pm

Signed .....

Date .....

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EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	Balance Uns	INCOME	Re Forecast	ACTUAL	ACTUAL	ACTUAL	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived
	2012/13	2012/13	2012/13	409	443	483					81	81	81	81		
Property Running Costs	2012/13	2012/13	2012/13	Jan-13	Feb-13	Mar-13				2012/13	Jan-13	Feb-13	Mar-13	Mar-13		
<b>Pavilion &amp; Groundsmans Shed</b>																
Electricity	800		800	961.79	961.79	1,389.60	174%	-589.60								
Water	200		200	88.44	88.44	88.44	44%	111.56								
Rates	350		350	315.00	315.00	315.00	90%	35.00								
Building Maintenance	500	170	670	56.10	56.10	56.10	8%	613.90								
Electrical Maintenance	300	150	450					450.00								
Pavilion Roof Maintenance	1000		1000					1,000.00								
	<b>3,150.00</b>	<b>320.00</b>	<b>3,470.00</b>	1,421.33	1,421.33	1,849.14	0.53	1,620.86								
<b>Changing Rooms</b>																
Electricity	400		400	444.52	444.52	500.41	125%	-100.41	Changing Rooms Meter	400	181.00	210.00	210.00	200.00	53%	200.00
Water	200		200	110.72	110.72	110.72	55%	89.28								
Building Maintenance	250		250					250.00								
Electrical Maintenance	150		150					150.00								
	<b>1,000.00</b>	-	<b>1,000.00</b>	555.24	555.24	611.13	0.61	388.87		400						400.00
<b>Old Mortuary</b>																
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								
	<b>2,100.00</b>	-	<b>2,100.00</b>	165.15	165.15	165.15	0.08	1,934.85		150						150.00
	<b>40,156.00</b>	4,941.00	<b>45,097.00</b>	29335.48	30,807.01	31,990.30	0.71	13,106.70		9450	<b>4,110.50</b>	<b>5,558.00</b>	<b>5,720.00</b>	<b>6,065.00</b>	0.61	<b>3,385.00</b>
<b>Contingency Fund</b>	200	700	900	848.18	848.18	848.18	94%	51.82								
<b>PREMISES TOTAL</b>	<b>40,356.00</b>	<b>5,641.00</b>	<b>45,997.00</b>	30,183.66	31,655.19	32,838.48	0.71	13,158.52	<b>PREMISES TOTAL</b>	9450	<b>4,110.50</b>	<b>5,558.00</b>	<b>5,720.00</b>	<b>6,065.00</b>	0.61	<b>3,385.00</b>

AMENITIES									AMENITIES									
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	Actual	% of Budget Reached TO DATE	Balance Uns	INCOME	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived		
Property Running Costs	2012/13		2012/13	Jan-12	Feb-12	Mar-12				2012/13	Jan-12	Feb-12	Mar-12	Mar-12				
<b>Bowling Green</b>																		
Treatment & Scarifying	2800		2800	1,183.50	1,183.50	1,183.50	42%	1,616.50	Bowling Club	540	539.00	539.00	539.00	539.00	100%	1.00		
									Bowling League	540	539.00	539.00	539.00	539.00	100%	1.00		
									Pay per Use Fees									
	<b>2,800.00</b>	-	<b>2,800.00</b>	1,183.50	1,183.50	1,183.50	0.42	1,616.50		1080	1,078.00	1,078.00	1,078.00	1,078.00	1.00	2.00		
<b>Tennis Courts</b>																		
Repair & Upkeep	500	390	890	320.97	620.37	620.37	70%	269.63	Tennis Club Fees	938	938.00	938.00	938.00	938.00	100%			
Tennis Court Path	250		250					250.00	Pay per Use Fees	250	238.00	238.00	238.00	238.00	95%	12.00		
	<b>750.00</b>	<b>390.00</b>	<b>1,140.00</b>	320.97	620.37	620.37	0.54	519.63		1188	1,176.00	1,176.00	1,176.00	1,176.00	0.99	12.00		
<b>Burqage</b>																		
Grass Cutting	1700		1700	1,700.00	1,700.00	1,700.00	100%		Bonfire	110	110.00	110.00	110.00	110.00	100%			
Kyre Bank Strimming	700		700	700.00	700.00	700.00	100%											
Play Area	500		500	351.75	351.75	351.75	70%	148.25	Car Boot Sales	700	140.00	360.00	360.00	460.00	51%	240.00		
Shrubs & Flowers	500		500	136.00	136.00	136.00	27%	364.00	Hanging Baskets									
Japanese Knotweed	630		630	539.00	539.00	539.00	86%	91.00										
	<b>4,030.00</b>	-	<b>4,030.00</b>	3,426.75	3,426.75	3,426.75	0.85	603.25		810	250.00	470.00	470.00	570.00	0.58	240.00		
<b>Palmers</b>																		
Grass Cutting	1700		1700	1700.00	1700.00	1700.00	100%		Football Club	967	479.75	479.75	479.75	964.00	50%	3.00		
Hedge Cutting	100		100					100.00	Rugby Club	590	440.50	440.50	440.50	590.00	75%			
Car Park Rates	4100		4100	4050.00	4050.00	4050.00	99%	50.00	May Fair	735	735.00	735.00	735.00	735.00	100%			
									Scout Hut	5	5.00	5.00	5.00	5.00	100%			
	<b>5,900.00</b>	-	<b>5,900.00</b>	5,750.00	5,750.00	5,750.00	0.97	150.00	Skip Rent, annual.	350				350.00				
<b>General Costs</b>										2647	1,660.25	1,660.25	1,660.25	2,644.00	0.63	3.00		
Groundsman Tools	200	100	300	275.73	275.73	275.73	92%	24.27										
Petrol/Diesel	400		400	144.04	144.04	144.04	36%	255.96	Cemetery charges	200	110.00	110.00	110.00	110.00	55%	90.00		
Maintenance of Equipment	600		600	590.50	590.50	590.50	98%	9.50										
Maintenance Costs	1000		1000	574.97	658.97	731.13	73%	268.87										
Tree Work	2000	1000	3000					3,000.00										
Groundsman Training	350		350					350.00										
	<b>4,550.00</b>	<b>1,100.00</b>	<b>5,650.00</b>	1,585.24	1,669.24	1,741.40	0.31	3,908.60		200	110.00	110.00	110.00	110.00	0.55	90.00		
	<b>18,030.00</b>	<b>1,490.00</b>	<b>19,520.00</b>	<b>12,266.46</b>	<b>12,649.86</b>	<b>12,722.02</b>	<b>0.65</b>	<b>6,797.98</b>		5925	4,274.25	4,494.25	4,494.25	5,578.00	0.76	347.00		
<b>Contingency Fund</b>	1000		1000	100.00	100.00	100.00	10%	900.00										
<b>AMENITIES TOTAL</b>	<b>19,030.00</b>	<b>1,490.00</b>	<b>20,520.00</b>	12,366.46	12,749.86	12,822.02	0.62	7,697.98	<b>AMENITIES TOTAL</b>	5925	4,274.25	4,494.25	4,494.25	5,578.00	0.76	347.00		

ADMINISTRATION									ADMINISTRATION								
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	Actual	% of Budget Reached TO DATE	Balance Uns	INCOME	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived	
	2012/13		2012/13	Jan-12	Feb-12	Mar-12					Jan-12	Feb-12	Mar-12	Mar-12			
Petty Cash	300		300	150.00	200.00	200.00	67%	100.00									
Telephone/Broadband	700		700	568.95	582.82	665.93	95%	34.07									
Stationery & Misc.	450		450	390.51	390.51	423.56	94%	26.44									
Photocopying	450		450	220.86	384.35	384.35	85%	65.65									
Lone Worker Alarm	150		150	78.00	78.00	104.00	69%	46.00									
Computer & software	300		300					300.00									
	<b>2350</b>		<b>2350</b>	1408.32	1635.68	1777.84	76%	572.16									
<b>Council Running Costs</b>																	
Audit etc.	1400		1400	1,450.00	1,450.00	1,450.00	104%	-50.00	Recovered VAT	8777	11,561.30	11,561.30	11,561.30	11,561.30	132%	-2,784.30	
Internal Auditors Fee	175		175	150.00	150.00	150.00	86%	25.00	Wayleaves	50	54.20	54.20	54.20	54.20	108%	-4.20	
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	Interest on A/Cs	30	10.71	10.71	13.23	13.23	44%	16.77	
Memberships CALC/SLCC	1200		1200	1,116.50	1,206.50	1,206.50	101%	-6.50	Hereford and Worcester A	30	9.69	9.69	17.26	17.26	58%	12.74	
Training Courses																	
Travel Allowances																	
Insurance (all buildings)	8500		8500	8,241.40	8,241.40	8,241.40	97%	258.60									
Employers Nat. Ins	4200		4200	1,864.38	1,864.38	1,864.38	44%	2,335.62									
	<b>16975</b>		<b>16975</b>	13217.28	13307.28	13307.28	78%	3,667.72		8887	11640.896	11640.896	11650.986	11650.986	131%	2,763.99	
<b>Community Services</b>																	
Street Lighting	2500		2500	2,388.16	2,388.16	2,388.16	96%	111.84									
Car Park Maintenance (Long term)	1000		1000					1,000.00									
Bus shelter, maintenance/cleaning	250		250	160.00	160.00	176.00	70%	74.00									
	<b>3750</b>		<b>3750</b>	2548.16	2548.16	2564.16	68%	1,185.84									
<b>Donations</b>																	
Tenbury in Bloom	150		150	150.00	150.00	150.00	100%										
Tenbury Tourism	350		350					350.00									
Windfall Prizes		4000	4000	4,000.00	4,000.00	4,000.00											
	<b>500</b>	<b>4000</b>	<b>4500</b>	4150	4150	4150	92%	350.00									
<b>Promotion</b>																	
Advertising	1000		1000	507.10	507.10	715.10	72%	284.90									
Web Site/Digital Screen	600		600	125.00	125.00	125.00	21%	475.00	Web Site								
	<b>1600</b>		<b>1600</b>	632.1	632.10	840.1	53%	759.90									
<b>Loans</b>																	
Public Works Loan Board(all loans)	4500		4500	3,957.58	3,957.58	3,957.58	88%	542.42									
	<b>4500</b>		<b>4500</b>	3957.58	3957.58	3957.58	88%	542.42									
<b>Payback Schemes</b>																	
Lengthsman	2280	278	2558	2,065.00	2,260.00	2,470.00	97%	88.00	Lengthsman	2558	1,870.00	2,065.00	2,275.00	2,558.00	89%		
Footpaths	550	-50	500			500.00	100%		Footpaths	500	500.00	500.00	500.00	500.00	100%		
Rate Relief	300		300	256.19	256.19	256.19	85%	43.81	Rate Relief	300	396.45	396.45	396.45	300.00	132%		
	<b>3130</b>	<b>228</b>	<b>3358</b>	2321.19	2516.19	3226.19	96%	131.81		3358	2266.45	2961.45	3171.45	3358	94%		
Jubilee Events	1500	1000	2500	1,485.02	1,485.02	1,485.02	59%	1,014.98									
Jubilee Hanging Baskets	1000	400	1400	1,892.00	1,892.00	1,892.00	135%	-492.00									
	<b>2500</b>	<b>1400</b>	<b>3900</b>	<b>3377.02</b>	<b>3377.02</b>	<b>3377.02</b>	<b>87%</b>	<b>522.98</b>									
	<b>35,305.00</b>	<b>5,628.00</b>	<b>40,933.00</b>	31,611.65	32,124.01	33,200.17	0.81	7,732.83		12245	13,907.35	14,602.35	14,822.44	15,008.99	1.21	2,763.99	
<b>Contingency Fund</b>																	
	269	600	869	978.49	998.90	1,039.84	120%	-170.84									
ADMIN SUB TOTAL	<b>35,574.00</b>	<b>6,228.00</b>	<b>41,802.00</b>	32,590.14	33,122.91	34,240.01	0.82	7,561.99		12245	13,907.35	14,602.35	14,822.44	15,008.99	1.21	2,763.99	

EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	Actual	% of Budget Reached TO DATE	Balance Unspent	INCOME	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived
	2012/13		2012/13	Jan-12	Feb-12	Mar-12					Jan-12	Feb-12	Mar-12	Mar-12		
<b>WAGES/ALLOWANCES</b>																
Mayors Allowance	950.00		950	497.26	650.26	740.26	78%	209.74								
SALARIES	50682.00		50682	44,446.55	47,646.53	51,175.49	101%	-493.49								
HLF Salaries	20000.00		20000	14,176.03	15,538.11	16,900.19	85%	3,099.81								
<b>WAGES/ALLOWANCES TOTAL</b>	<b>51632</b>		<b>51632.00</b>	44943.81	48296.79	51915.75	101%	-283.75								
<b>ADMIN GRAND TOTAL</b>	<b>87,206</b>	<b>6,228</b>	<b>93,434.00</b>	77,533.95	81,419.70	86,155.76	0.92	7,278.24	<b>ADMIN GRAND TOTAL</b>	12245	<b>13,907.35</b>	<b>14,602.35</b>	<b>14,822.44</b>	<b>15,008.99</b>	1.21	<b>2,763.99</b>

OVERVIEW								OVERVIEW								
TOTALS	REVISED BUDGET		Total	Actual	Actual	Actual	% of Budget Reached TO DATE	Balance Unspent	PRECEPT	Re Forecast Budget	Actual	Actual	Actual	PROJECTED	% of Budget Reached TO DATE	Balance Unreceived
EXPENDITURE	2012/13		2012/13	Jan	Feb	Actual			INCOME		Jan	Feb	Mar	Mar		
PREMISES	40356	5641	45997	30,183.66	31,655.19	32,838.48	0.71	13,158.52	PREMISES	9450	4,110.50	5,558.00	5,720.00	6,065.00	0.61	-3,385.00
AMENITIES	19030	1490	20520	12,366.46	12,749.86	12,822.02	0.62	7,697.98	AMENITIES	5925	4,274.25	4,494.25	4,494.25	5,578.00	0.76	-347.00
ADMINISTRATION	87206	6228	93434	77,533.95	81,419.70	86,155.76	0.92	7,278.24	ADMINISTRATION	12245	13,907.35	14,602.35	14,822.44	15,008.99	1.21	2,763.99
SUBTOTAL	146592	13359	159951	120084.07	125824.75	131816.26	82%	28,134.74	SUBTOTAL	27620	22292	24655	25037	26652	91%	-968.01
PRECEPT									PRECEPT	118972	118972	118972	118972	118972	100%	
TOTAL	146592	13359	159951	120084.07	125824.75	131816.26	82%	14,775.74	GRAND TOTAL	146592	141264.096	143626.596	144008.686	145,623.99	98%	-968.01

**ACCOUNTS March 2013****Bank Balances as at 24th March 2013**

Barclays Current A/C - 007 Savings	£	6,221.28
Barclays Current A/C - 023	£	1,712.98
Barclays Re-cycling A/C - 104	£	11,206.99
Barclays HLF grant A/C - 143	£	5,795.75
WCC Deposit A/C	£	946.83

**Payments in March**

			Note
26/02/13	British Gas Business	Electricity - Pump Rooms 1/11/12 -31 /1/1	285.59
26/02/13	British Gas Business	Gas - Pump Rooms	1,439.45
06/03/13	Mr M. Morris	Mole Control Palmers	45.00
07/03/13	Entanet	Internet March 2013	16.64
13/03/13	British Gas Business	Electricity - Changing Rooms 1/11/12 -1 /2,	58.68
13/03/13	British Gas Business	Electricity - Pavilion & Shed	449.20
13/03/13	SLCC	CPD Books	33.05
13/03/13	Teme Valley Times	Cinemonkeys Ad Feb/Mar 2013	20.00
13/03/13	Teme Valley Times	Pump Rooms Wedding Ad Feb/Mar 2013	49.00
13/03/13	Newsquest Media Group	Pump Rooms Wedding Ad Advertiser	48.00
13/03/13	Upper Bridge Enterprises	Email 28/9/11 - 14/2/13	33.07
13/03/13	Mr P. Bevis	Footpaths Maintenance Works	500.00
13/03/13	Mr A.James	Bus Shelter Cleaning	16.00
13/03/13	John Llewelyn Graphic Design	Mayors Board Lettering	24.00
13/03/13	Orange Phone Top Up	HAO Phone	10.00
13/03/13	Orange Phone Top Up	Groundsman Phone	20.00
13/03/13	Credit Control Department	Stannah Service Regal Stair Lift	226.74
13/03/13	Mr C. Bunn	Lengthsman Scheme - February	210.00
13/03/13	J. G. Banfield & Sons Limited	Bolt, Yacht Varnish, Tape	30.59
13/03/13	Minerva Publications	Pump Rooms Ad - Ludlow Lifestyle	118.80
13/03/13	BT	Regal Phones - Jan	220.40
13/03/13	BT	Regal Phones - Feb	212.36
13/03/13	West Mercia Supplies	HAO - Cinemonkeys Stationary	13.12
13/03/13	Regal Tenbury Trust Ltd	2013 Q2 Brochure Ads	360.00
13/03/13	Orange Phone Top Up	HAO Phone	20.00
14/03/13	Amazon.co.uk	Classic Disney Film BluRay	54.00
15/03/13	Amazon.co.uk	Classic Film DVDs	4.49
15/03/13	Poundworld	Foam Easter Eggs	3.00
15/03/13	Ryman	Glitter	2.59
15/03/13	ELC	Play Sand	4.00
15/03/13	Amazon.co.uk	Props for Films	22.12
15/03/13	J. G. Banfield & Sons Limited	Cable Ties	2.00
15/03/13	North Walsham Signs Ltd	Wall Quotes	89.52
15/03/13	Jovian Media	Film Project Funding	5,070.00
21/03/13	Mayor of Bewdley	Mayor Charity Dinner x 2	90.00
	G.E. Bright Electrical	Exterior Safety Lights - Pump Rooms	180.00
			<u>8,256.37</u>
Wages			£ 4,891.04
<b>TOTAL PAYMENTS</b>			<b>£ 13,147.41</b>

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**ACCOUNTS March 2013**

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**Accounts Due in April 2013**

HMRC	Q4 NICS	4,500.00
?	Insurance	6,000.00

Notes

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**£ 10,500.00**

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1. Paid from HLF account.

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**Receipts in February**

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Barclays	Interest on Recycling Acct	1.22
Barclays	Interest on Savings Acct	1.30
WCC	Lengthsman sceme	210.00
	MHDC Pump Rooms Caretaker etc PCC Election	£ 50.00
WCC	Recycling	869.93
WCC Savings Interest	WCC Account	7.57
Big Blind Media	Hire Pump Rooms 22 & 24 March	112.00
<b>TOTAL RECEIPTS</b>		<hr/> <b>£ 1,252.02</b> <hr/>

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**Invoices Due as at 25th February 2013**

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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
		<hr/> <b>£301.75</b> <hr/>