

TENBURY TOWN COUNCIL 2013/14 FS01

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Tuesday 24th June 2013 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

IN ATTENDANCE: Town Clerk

APOLOGIES: Cllr S. Bowkett, Cllr A. Rigby

1.1 To elect a Chairman

Cllr Willis was nominated as Chairman by Cllr Corfield, seconded by Cllr Weston. Cllr Willis agreed he was willing to stand.

RESOLVED that Cllr Willis be elected as Chairman.

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

Apologies had been received from Cllr Bowkett and Cllr Rigby

RESOLVED that apologies be accepted.

1.3 Declarations of Interest.

None

1.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 29th April 2013.

The Minutes of the previous meeting held on 29th April 2013 were approved and signed by the Chairman as a true and correct record of proceedings.

1.5 To elect a Deputy Chairman

Cllr Weston was nominated as Deputy Chairman by Cllr Corfield, seconded by Cllr Willis. Cllr Weston agreed she was willing to stand.

RESOLVED that Cllr Weston be elected as Deputy Chairman.

1.6 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 date. (Appendix A)

1.7 To approve the Monthly Accounts to June 2013 and any Outstanding Accounts for July 2013 for recommendation to Full Council.

Appendix B.

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

1.8 To be updated on the move to monthly pay.

The Clerk reported that all employees were in agreement with the move to monthly pay but she awaited further information from HMRC as to how to handle the change in the RTI system as it was unclear whether the system would allow a change midway through the tax year.

1.9 Correspondence.

None

1.10 Councillors' reports and items for future agenda

None

1.11 Exclusion of the Press and Public.

This item not applicable as there were no reserved matters for discussion.

Meeting closed at 8:20 pm

Signed

Dated

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

PREMISES								PREMISES					
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	BUDGET	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE
Property Running Costs	2013-14	2013-14	2013-14	May-13	Jun-13	Jul-13			2013-14	May-13	Jun-13	Jul-13	
Pump Rooms								Pump Rooms					
Gas	2000		2000	123.78	211.18	211.18	11%	Bookings	5600	162.00	512.00	512.00	9%
Electricity	660	100	760	208.77	208.77	208.77	27%						
Water	300		300										
Rates	3100		3100	588.80	884.80	884.80	29%						
Building Maintenance	2000	600	2600	5.96	5.96	5.96	0%						
Fire Extinguishers/Alarm	600		600			11.50	2%						
Electrical Maintenance/Checks	200	345	545										
Boiler Maintenance	200		200										
Cleaning Materials/Disposables	50		50										
Fountain/Bath Restoration incl Reser	500	500	1000										
Wedding License	500		500										
	10110	1545	11655	927.31	1310.71	1322.21	11%		5600	162	512	512	9%
Regal								Regal & C.Centre					
Building Maintenance	1500		1500		1,292.00	1,292.00	86%						
On going support fund	2500		2500	5,000.00				Rent	4400	734.00	1,101.00	1,101.00	25%
RTT Grant Donation	10000		10000	5,000.00	5,000.00								
	14000		14000	10000	6292	1292	9%		4400				
Pavilion & Groundsmans Shed													
Electricity	1100		1100	284.48	284.48	284.48	26%						
Water	200		200	90.72	90.72	90.72	45%						
Rates	400		400	67.40	99.40	99.40	25%						
Building Maintenance	500	170	670		18.50	18.50	3%						
Electrical Maintenance	300	150	450			88.00	20%						
Pavilion Roof Maintenance	1000		1000										
	3,500.00	320.00	3,820.00	442.60	493.10	581.10	15%						
Changing Rooms													
Electricity	550		550	186.40	186.40	186.40	34%	Changing Rooms Meter	400	160.00	160.00	160.00	40%
Water	200		200	54.52	54.52	54.52	27%						
Building Maintenance	250		250			65.00	26%						
Electrical Maintenance	150		150										
	1,150.00	-	1,150.00	240.92	240.92	305.92	27%		400				
Old Mortuary													
Building Maintenance	1000		1000					Mortuary Rent	150				
Old Mortuary Renovation	2000		2000										
	3,000.00	-	3,000.00	-	-	-			150				
	31,760.00	1,865.00	33,625.00	11,610.83	8,336.73	3,501.23	62%						
Contingency Fund	1000		1000										
PREMISES TOTAL	32,760.00	1,865.00	34,625.00	11,610.83	8,336.73	3,501.23	10%	PREMISES TOTAL	10550	1056	1773	1773	17%

AMENITIES								AMENITIES						
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	Actual	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	Actual	Actual	% of Budget Reached TO DATE	
Property Running Costs	2013/14	2013/14	2013/14	May-13	Jun-13	Jul-13			2013/14	May-13	Jun-13	Jul-13		
Bowling Green														
Treatment & Scarifying	1500		1500			80.00	5%	Bowling Club	550					
								Bowling League	550					
								Pay per Use Fees						
	1,500.00	-	1,500.00	-	-	80.00	5%		1100	-	-	-		
Tennis Courts														
Repair & Upkeep	1000		1000					Tennis Club Fees	939					
Tennis Court Path	500	250.00	750					Pay per Use Fees	250					
	1,500.00	250.00	1,750.00	-	-	-			1189	-	-	-		
Burgage														
Grass Cutting	1900		1900			568.75	30%	Bonfire	120					
Kyre Bank Strimming	800		800											
Play Area	500		500					Car Boot Sales	600	400.00	400.00	400.00	67%	
Shrubs & Flowers	500		500					Hanging Baskets	1000		756.00	756.00	76%	
Japanese Knotweed	500		500											
Premises License	100		100											
Honeycomb Grid for Access	2000		2000											
New Play Area Fund	2000		2000											
	8,300.00	-	8,300.00	-	-	568.75	7%		1720	400.00	1,156.00	1,156.00	67%	
Palmers														
Grass Cutting	1900		1900			568.75	30%	Football Club	967					
Hedge Cutting	100		100			50.00	50%	Rugby Club	600					
Car Park Rates	4300		4300	830.00	1246.00	1246.00	29%	May Fair	735	735.00	735.00	735.00	100%	
Repainting of Carpark Lines	1000		1000					Scout Hut	5					
	7,300.00	-	7,300.00	830.00	1,246.00	1,864.75	26%	Skip Rent, annual.						
General Costs									2307	735.00	735.00	735.00	32%	
Groundsman Tools	300	100	400											
Petrol/Diesel	300		300	31.75	45.50	45.50	15%	Cemetery charges	200	30.00	30.00	30.00	15%	
Maintenance of Equipment	600		600		49.54	61.54	10%							
Maintenance Costs	1000		1000	128.00	152.12	152.12	15%							
Tree Work	2000	3000	5000											
Groundsman Training	700		700											
	4,900.00	3,100.00	8,000.00	159.75	247.16	259.16	3%		200	30.00	30.00	30.00	15%	
	23,500.00	3,350.00	26,850.00	989.75	1,493.16	2,772.66	41%		6516	1,165.00	1,921.00	1,921.00	29%	
Contingency Fund	1000		1000	70.00	70.00	70.00	7%							
AMENITIES TOTAL	24,500.00	3,350.00	27,850.00	1,059.75	1,563.16	2,842.66	10%	AMENITIES TOTAL	6516	1,165.00	1,921.00	1,921.00	29%	

ADMINISTRATION								ADMINISTRATION					
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	Actual	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	Actual	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	May-13	Jun-13	Jul-13				May-13	Jun-13	Jul-13	
Petty Cash	200		200										
Telephone/Broadband	700		700	52.74	66.61	83.28	12%						
Stationery & Misc.	450		450	62.89	161.10	161.10	36%						
Photocopying	450		450	90.30	90.30	243.41	54%						
Lone Worker Alarm	150		150	55.65	55.65	55.65	37%						
Computer& software	400		400	75.00	75.00	75.00	19%						
	2350		2350	336.58	448.66	618.44	26%						
Council Running Costs													
Audit etc.	1800		1800					Recovered VAT	9000				
Internal Auditors Fee	200		200					Wayleaves					
Elections	700		700										
Fees (Legal)	1000		1000					Interest on A/Cs	20				
Memberships CALC/SLCC	1200		1200	933.19	933.19	933.19	78%	Hereford and Worcester	10				
Training Courses	500		500										
Travel Allowances	200		200										
Insurance (all buildings)	8000		8000	5,270.51	5,270.51	5,270.51	66%						
Employers Nat.Ins	4500		4500										
	18100		18100	6203.7	6203.7	6203.7	34%		9030				
Community Services													
Street Lighting	2500		2500										
Car Park Maintenance (Long term)	4000		4000										
Bus shelter, maintenance/cleaning	400		400	16.00	32.00	32.00	8%						
	6900		6900	16	32	32	0%						
Donations													
Tenbury in Bloom	150		150										
Tenbury Tourism	350		350										
	500		500										
Promotion													
Advertising	1000		1000	40.00	40.00	40.00	4%						
Web Site/Digital Screen	300		300										
	1300		1300	40	40	40	3%						
Loans													
Public Works Loan Board(all loans)	4500		4500		1,978.79	1,978.79	44%						
	4500		4500		1978.79	1978.79	44%						
Payback Schemes													
Lengthsman	3000		3000	415.00	625.00	625.00	21%	Lengthsman	3000				
Footpaths	500		500					Footpaths	500				
Rate Relief	300		300					Rate Relief	300				
	3800		3800	415	625	625	16%		3800				
Hanging Baskets	1000		1000					Hanging Baskets	1000	405.00	756.00	756.00	76%
	1000		1000										
	38,450.00	-	38,450.00	7,011.28	9,328.15	9,497.93	25%		12830	-	-	-	
Contingency Fund													
	1000		1000	114.86	168.41	168.41	17%						
ADMIN SUB TOTAL	39,450.00	-	39,450.00	7,126.14	9,496.56	9,666.34	25%		12830	-	-	-	

EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	Actual	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	Actual	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	May-13	Jun-13	Jul-13				May-13	Jun-13	Jul-13	
WAGES/ALLOWANCES													
Mayors Allowance	1500		1500	84.00	84.00	84.00	6%						
SALARIES	60000		60000	8,286.82	8,286.82	8,286.82	14%						
HLF Salaries	21000		21000	2,782.04	2,782.04	2,782.04	13%						
WAGES/ALLOWANCES TOTAL	61500		61500.00	8370.82	8370.82	8370.82	14%						
ADMIN GRAND TOTAL	100,950	-	100,950.00	15,496.96	17,867.38	18,037.16	18%	ADMIN GRAND TOTAL	12830	-	-	-	
OVERVIEW								OVERVIEW					
			Total Budgeted				% of Budget Reached TO DATE	PRECEPT	118972	64,657.00	64,657.00	64,657.00	54%
TOTALS	2013/14	2013/14	2013/14	Actual	Actual	Actual		TOTALS		Actual	Actual	Actual	% of Budget Reached TO DATE
EXPENDITURE	BUDGET		BUDGET	May-13	Jun-13	Jul-13		INCOME	BUDGET	May-13	Jun-13	Jul-13	
PREMISES	32760	1865	34625	11,610.83	8,336.73	3,501.23	10%	PREMISES	10550	1,056.00	1,773.00	1,773.00	17%
AMENITIES	24500	3350	27850	1,059.75	1,563.16	2,842.66	10%	AMENITIES	6516	1,165.00	1,921.00	1,921.00	29%
ADMINISTRATION	100950		100950	15,496.96	17,867.38	18,037.16	18%	ADMINISTRATION	12830	-	-	-	
SUBTOTAL	158210	5215	163425	28168	27767	24381	15%	SUBTOTAL	29896	2221	3694	3694	12%
PRECEPT								PRECEPT	129314	64657	64657	64657	50%
TOTAL	158210	5215	163425	28168	27767	24381	15%	GRAND TOTAL	159210	69099	72045	72045	45%

Tenbury Town Council Bank Accounts Summary as at

24/06/2013

Financial Year ending 31/3/14	Petty Cash	Barclays Current A/C - 023	Barclays Current A/C - 007 Savings	Barclays Re-cycling A/C - 104	Barclays HLF grant A/C - 143	WCC Deposit A/C	TOTALS
Closing balance per May Statement	20.81	49594.06	6221.28	11206.99	1064.5	946.83	69054.47
Closing balance per June Statement (cash at bank and in hand)	11.09	42307.31	6221.97	11208.39	2971.2	946.83	63666.79
							-5387.68

Employment Costs for June

£ 5,988.72

Payments made in June

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Issued	Cleared
Public Works Loan Board	612 0873 12	Bi Annual Loan Repaymen	1,978.79	0.00	1978.79	101942	05/06	07/06
Barclays	15/04/13 - 1	Bank Charges - 63885143	7.08	0.00	7.08	DD	04/06	04/06
Barclays	15/04/13 - 1	Bank Charges - 13218023	46.47	0.00	46.47	DD	04/06	04/06
Malvern Hills District Council	120026651	Rates Palmers Car Park	416.00	0.00	416.00	DD	15/06	17/06
Malvern Hills District Council	101107255	Rates Pavilion Burgage	32.00	0.00	32.00	DD	15/06	17/06
Malvern Hills District Council	120048559	Rates Pump Rooms	296.00	0.00	296.00	DD	15/06	17/06
M Partnership	2134	Mistletoe Reels Silent Film	1,278.00	213.00	1065.00	100161	05/06	07/06
Entanet		Broadband June	16.64	2.77	13.87	DD	27/05	06/06

CLEARED ACCOUNTS

£ 4,070.98

Roundabout Stationary		Cinemonkey's Display Iten	15.58	0.00	15.58			
Crew Safe Ltd	CS-139-388	Buoy and Throw Line (Rive	59.45	9.91	49.54			
Sainsburys		Cocktail sticks	3.59		3.59			
Mr A.James	15	Cleaning of Buss Shelter	16.00		16.00			
UK Fuels Ltd	1248255	Swann Garage - Unleaded	16.50	2.75	13.75			
British Gas Business	61921483/1	Gas for Pump Rooms	91.77	4.37	87.40			
Mr C. Bunn	41395	Work carried out by Lengt	210.00	0.00	210.00			
West Mercia Supplies	9129764	Scissors, Blu Tack etc - Reg	71.96	12.01	59.95			
A.H. Caldicott & Sons	28118	Hose Pipe & 2 connection!	28.95	4.83	24.12			
J. G. Banfield & Sons Limited	4300	Glass cut, white putty etc.	22.20	3.70	18.50			
Stannah Lift Services Ltd	R035020502	Supply and fit new motor ;	1,550.40	258.40	1292.00			
Advantage Business Supplies Ltd	11/IZ2891	100gm Paper	9.58	1.59	7.99			
Advantage Business Supplies Ltd	11/IZ3887	Laminator, Pouches, Shrec	115.41	19.23	96.18			
Advantage Business Supplies Ltd	11/IZ4508	Shredder Oil	4.28	0.71	3.57			
Advantage Business Supplies Ltd	11/IZ5006	A4 Pioneer paper	17.94	2.99	14.95			
Advantage Business Supplies Ltd	11C28462	Advantage A4 Laser Copie	-29.37	4.89	-24.48			

NOT YET CLEARED ACCOUNTS

£ 2,204.24

TOTAL PAYMENTS FOR JUNE

£ 6,275.22

Approval for payments due in July

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Due
A.J. Wait	41	1 Air Element - Strimmer	12.00	0.00	12.00		
West Mercia Supplies	2530522	Charges for Copier	183.73	30.62	153.11		
Herefordshire Fire Protection Se	135000	Fire Log Book	13.80	2.30	11.50		
Pump Master UK Limited	65405	Service Saniflow - Pavilion	105.60	17.60	88.00		
Teme Valley Times	TVT 37005	Mini Cinemonkeys Ad Ma	20.00	0.00	20.00		
Amazon.co.uk		Display Easel	15.37	0.00	15.37		
Amazon.co.uk		Corex Boards for Window	47.90	0.00	47.90		
Amazon.co.uk		DVD Collection	29.81	4.97	24.84		
Sainsburys		Tripod Lights	37.50	0.00	37.50		
Green Magic Co Ltd	57942	Snap Display Frames	69.60	11.60	58.00		
Regal Tenbury Trust Ltd	164	Q3 Brochure Ads	282.00	47.00	235.00		
Orange Phone Top Up		Groundsman's Phone	20.00	3.33	16.67		
Paul Harris - Access 24/7 Locksm	43318	New Lock Changing Room	65.00	0.00	65.00		
MTM Contracting Ltd		Mowing April & May	1,521.50	254.00	1267.50		

CURRENTLY OUTSTANDING FOR JULY

£ 2,423.81