

TENBURY TOWN COUNCIL 2013/14 FS02

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 29th July 2013 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr S. Corfield, Cllr S. Bowkett, Cllr A. Weston (Deputy Chair), Cllr J. Morgan, Cllr A. Rigby

IN ATTENDANCE: Town Clerk

APOLOGIES: Cllr J. da Costa, Cllr G. Price (Mayor), Cllr M. Willis (Chair)

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

Apologies had been received from Cllrs da Costa, Price and Willis.

RESOLVED that apologies be accepted.

2.2 Declarations of Interest.

Cllr Weston declared an interest with respect to item 2.11 and said she would leave the chamber before this item was considered.

Remaining members of the Committee felt that as only four of them would then remain present it was not prudent to consider item 2.11 on this occasion and agreed that this item should be deferred to an Extraordinary Full Council meeting to be called the following week.

2.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 24th June 2013.

The Minutes of the previous meeting held on 24th June 2013 were approved and signed by the Chairman as a true and correct record of proceedings.

2.4 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 date. (Appendix A)

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

Appendix B.

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

2.6 To be updated on the move to monthly pay.

Members were informed that all employees were now being paid monthly as previously approved.

2.7 Correspondence.

None

2.8 Councillors' reports and items for future agenda

None

2.9 Exclusion of the Press and Public

RESOLVED 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(I) of the Local Government Act 1972:-

2.10 To consider quotations for electrical works to the Pavilion and the Changing rooms

Members considered the more detailed pricing breakdowns received for the required works. Members noted that there were sufficient sums budgeted to cover the main works to the Pavilion and Changing Rooms. Members agreed that contracts should be awarded for the work to the

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TENBURY TOWN COUNCIL 2013/14 FS02

Pavilion and the Changing Rooms. Members decided that there was not pressing need to install an outside socket on the Changing Rooms so this work would not be contracted at this time.

RESOLVED with 3 For and 2 Abstentions that the contracts for work to the Pavilion and the Changing Rooms be awarded to G.E. Bright & Sons Ltd.

2.11 To consider offers received for the Old Mortuary

This item deferred for a decision by Full Council. See 2.2 above.

Meeting closed at 8:50 pm

Signed

Dated

| 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 | |
| | 2013-14 | 2013-14 | 2013-14 | Jun-13 | Jul-13 | Aug-13 | | | 2013-14 | Jun-13 | Jul-13 | Aug-13 | | |
| Property Running Costs | | | | | | | | | | | | | | |
| Pump Rooms | | | | | | | | Pump Rooms | | | | | | |
| Gas | 2000 | | 2000 | 211.18 | 264.91 | 264.91 | 13% | Bookings | 5600 | 512.00 | 712.00 | 712.00 | 13% | |
| Electricity | 660 | 100 | 760 | 208.77 | 343.11 | 343.11 | 45% | | | | | | | |
| Water | 300 | | 300 | | | | | | | | | | | |
| Rates | 3100 | | 3100 | 592.00 | 888.00 | 1,184.00 | 38% | | | | | | | |
| Building Maintenance | 2000 | 600 | 2600 | 5.96 | 5.96 | 398.71 | 15% | | | | | | | |
| Fire Extinguishers/Alarm | 600 | | 600 | | 11.50 | 11.50 | 2% | | | | | | | |
| Electrical Maintenance/Checks | 200 | 345 | 545 | | | | | | | | | | | |
| Boiler Maintenance | 200 | | 200 | | | | | | | | | | | |
| Cleaning Materials/Disposables | 50 | | 50 | | 33.36 | 33.36 | 67% | | | | | | | |
| Fountain/Bath Restoration incl Reser | 500 | 500 | 1000 | | | | | | | | | | | |
| Wedding License | 500 | | 500 | | | | | | | | | | | |
| | 10110 | 1545 | 11655 | 1017.91 | 1546.84 | 2235.59 | 19% | | 5600 | 512 | 712 | 712 | 13% | |
| Regal | | | | | | | | Regal & C.Centre | | | | | | |
| Building Maintenance | 1500 | | 1500 | 1,292.00 | 1,657.00 | 1,657.00 | 110% | | | | | | | |
| On going support fund | 2500 | | 2500 | | | | | Rent | 4400 | 1,468.00 | 1,835.00 | 2,202.00 | 50% | |
| RTT Grant Donation | 10000 | | 10000 | 5,000.00 | | 5,000.00 | 50% | | | | | | | |
| | 14000 | | 14000 | 6292 | 1657 | 6657 | 48% | | 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 | 64.00 | 96.00 | 128.00 | 32% | | | | | | | |
| Building Maintenance | 500 | 170 | 670 | 18.50 | 18.50 | 18.50 | 3% | | | | | | | |
| Electrical Maintenance | 300 | 150 | 450 | | 88.00 | 88.00 | 20% | | | | | | | |
| Pavilion Roof Maintenance | 1000 | | 1000 | | | | | | | | | | | |
| | 3,500.00 | 320.00 | 3,820.00 | 457.70 | 577.70 | 609.70 | 16% | | | | | | | |
| 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 | 65.00 | 26% | | | | | | | |
| Electrical Maintenance | 150 | | 150 | | | | | | | | | | | |
| | 1,150.00 | - | 1,150.00 | 240.92 | 305.92 | 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 | 8,008.53 | 4,087.46 | 9,808.21 | 29% | | | | | | | |
| Contingency Fund | 1000 | | 1000 | 3.00 | 3.00 | 3.00 | 0.30% | | | | | | | |
| PREMISES TOTAL | 32,760.00 | 1,865.00 | 34,625.00 | 8,011.53 | 4,090.46 | 9,811.21 | 28% | PREMISES TOTAL | 10550 | 2140 | 2707 | 3074 | 29% | |

| 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 | Jun-13 | Jul-13 | Aug-13 | | | 2013/14 | Jun-13 | Jul-13 | Aug-13 | | |
| Bowling Green | | | | | | | | | | | | | | |
| Treatment & Scarifying | 1500 | | 1500 | | 80.00 | 80.00 | 5% | Bowling Club | 550 | | | | | |
| | | | | | | | | Bowling League | 550 | | | | | |
| | | | | | | | | Pay per Use Fees | | | | | | |
| | 1,500.00 | - | 1,500.00 | - | 80.00 | 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 | | 82.20 | 82.20 | 33% | |
| | 1,500.00 | 250.00 | 1,750.00 | - | - | - | | | 1189 | - | 82.20 | 82.20 | 7% | |
| Burgage | | | | | | | | | | | | | | |
| Grass Cutting | 1900 | | 1900 | | 568.75 | 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 | 882.00 | 972.00 | 972.00 | 97% | |
| 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 | 568.75 | 7% | | 1720 | 1,282.00 | 1,372.00 | 1,372.00 | 80% | |
| Palmers | | | | | | | | | | | | | | |
| Grass Cutting | 1900 | | 1900 | | 568.75 | 568.75 | 30% | Football Club | 967 | | | | | |
| Hedge Cutting | 100 | | 100 | | 50.00 | 50.00 | 50% | Rugby Club | 600 | | | | | |
| Car Park Rates | 4300 | | 4300 | 832.00 | 1248.00 | 1664.00 | 39% | 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 | 832.00 | 1,866.75 | 2,282.75 | 31% | Skip Rent, annual. | | | | | | |
| General Costs | | | | | | | | | 2307 | 735.00 | 735.00 | 735.00 | 32% | |
| Groundsman Tools | 300 | 100 | 400 | | 41.16 | 41.16 | 10% | | | | | | | |
| Petrol/Diesel | 300 | | 300 | 45.50 | 65.51 | 65.51 | 22% | Cemetery charges | 200 | 30.00 | 180.00 | 180.00 | 90% | |
| Maintenance of Equipment | 600 | | 600 | | 61.54 | 61.54 | 10% | | | | | | | |
| Maintenance Costs | 1000 | | 1000 | 152.12 | 152.12 | 152.12 | 15% | | | | | | | |
| Tree Work | 2000 | 3000 | 5000 | | | 900.00 | 18% | | | | | | | |
| Groundsman Training | 700 | | 700 | | | | | | | | | | | |
| | 4,900.00 | 3,100.00 | 8,000.00 | 197.62 | 320.33 | 1,220.33 | 15% | | 200 | 30.00 | 180.00 | 180.00 | 90% | |
| | 23,500.00 | 3,350.00 | 26,850.00 | 1,029.62 | 2,835.83 | 4,151.83 | 59% | | 6516 | 2,047.00 | 2,369.20 | 2,369.20 | 36% | |
| Contingency Fund | 1000 | 1587.50 | 2587.5 | 70.00 | 70.00 | 1,657.50 | 64% | | | | | | | |
| AMENITIES TOTAL | 24,500.00 | 4,937.50 | 29,437.50 | 1,099.62 | 2,905.83 | 5,809.33 | 20% | AMENITIES TOTAL | 6516 | 2,047.00 | 2,369.20 | 2,369.20 | 36% | |

| ADMINISTRATION | | | | | | | | ADMINISTRATION | | | | | | | |
|------------------------------------|------------------|------------------|----------------------|----------|---------------|---------------|-----------------------------|--------------------------|--------|----------|-----------------|-----------------|-----------------------------|--|--|
| EXPENDITURE | BUDGET | Additional Funds | 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 | Jun-13 | Jul-13 | Aug-13 | | | | Jun-13 | Jul-13 | Aug-13 | | | |
| Petty Cash | 200 | | 200 | 60.00 | 110.00 | 110.00 | 55% | | | | | | | | |
| Telephone/Broadband | 700 | | 700 | 66.61 | 208.81 | 222.68 | 32% | | | | | | | | |
| Stationery & Misc. | 450 | | 450 | 62.89 | 179.53 | 223.47 | 50% | | | | | | | | |
| Photocopying | 450 | | 450 | 90.30 | 151.87 | 242.17 | 54% | | | | | | | | |
| Lone Worker Alarm | 150 | | 150 | 55.65 | 55.65 | 82.30 | 55% | | | | | | | | |
| Computer & software | 400 | | 400 | 75.00 | 75.00 | 75.00 | 19% | | | | | | | | |
| | 2350 | | 2350 | 410.45 | 780.86 | 955.62 | 41% | | | | | | | | |
| Council Running Costs | | | | | | | | | | | | | | | |
| Audit etc. | 1800 | | 1800 | | | | | Recovered VAT | 9000 | 1,953.09 | 1,953.09 | 1,953.09 | 22% | | |
| Internal Auditors Fee | 200 | | 200 | | 150.00 | 150.00 | 75% | Wayleaves | | | | | | | |
| Elections | 700 | | 700 | | | | | | | | | | | | |
| Fees (Legal) | 1000 | | 1000 | | | | | Interest on A/Cs | 20 | 2.09 | 2.09 | 2.09 | 10% | | |
| Memberships CALC/SLCC | 1200 | | 1200 | 933.19 | 933.19 | 933.19 | 78% | Hereford and Worcester A | 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 | 6353.7 | 6353.7 | 35% | | 9030 | 1955.182 | 1955.182 | 1955.182 | 22% | | |
| Community Services | | | | | | | | | | | | | | | |
| Street Lighting | 2500 | | 2500 | | 546.74 | 546.74 | 22% | | | | | | | | |
| Car Park Maintenance (Long term) | 4000 | | 4000 | | | | | | | | | | | | |
| Bus shelter, maintenance/cleaning | 400 | | 400 | 32.00 | 48.00 | 48.00 | 12% | | | | | | | | |
| | 6900 | | 6900 | 32 | 594.74 | 594.74 | 9% | | | | | | | | |
| Donations | | | | | | | | | | | | | | | |
| Tenbury in Bloom | 150 | | 150 | | | | | | | | | | | | |
| Tenbury Tourism | 350 | | 350 | | | | | | | | | | | | |
| | 500 | | 500 | | | | | | | | | | | | |
| Promotion | | | | | | | | | | | | | | | |
| Advertising | 1000 | | 1000 | 40.00 | 340.00 | 340.00 | 34% | | | | | | | | |
| Web Site/Digital Screen | 300 | | 300 | | | | | | | | | | | | |
| | 1300 | | 1300 | 40 | 340 | 340 | 26% | | | | | | | | |
| Loans | | | | | | | | | | | | | | | |
| Public Works Loan Board(all loans) | 4500 | | 4500 | 1,978.79 | 1,978.79 | 1,978.79 | 44% | | | | | | | | |
| | 4500 | | 4500 | 1978.79 | 1978.79 | 1978.79 | 44% | | | | | | | | |
| Payback Schemes | | | | | | | | | | | | | | | |
| Lengthsman | 3000 | | 3000 | 430.00 | 625.00 | 625.00 | 21% | Lengthsman | 3000 | 220.00 | 430.00 | 625.00 | 21% | | |
| Footpaths | 500 | | 500 | | | | | Footpaths | 500 | | | | | | |
| Rate Relief | 300 | | 300 | | | | | Rate Relief | 300 | | 144.24 | 144.24 | 48% | | |
| | 3800 | | 3800 | 430 | 625 | 625 | 16% | | 3800 | 220 | 574.24 | 769.24 | 20% | | |
| Hanging Baskets | 1000 | 918 | 1918 | | 1,813.50 | 1,813.50 | 95% | Hanging Baskets | 1000 | 882.00 | 972.00 | 972.00 | 97% | | |
| | 1000 | 918 | 1918 | | 1813.5 | 1813.5 | 95% | | | | | | | | |
| | 38,450.00 | 918.00 | 39,368.00 | 9,094.94 | 12,486.59 | 12,661.35 | 32% | | 12830 | 2,175.18 | 2,529.42 | 2,724.42 | 21% | | |
| Contingency Fund | 1000 | | 1000 | 148.89 | 337.24 | 419.54 | 42% | | | | | | | | |
| ADMIN SUB TOTAL | 39,450.00 | 918.00 | 40,368.00 | 9,243.83 | 12,823.83 | 13,080.89 | 32% | | 12830 | 2,175.18 | 2,529.42 | 2,724.42 | 21% | | |

| EXPENDITURE | BUDGET | Additional Funds | 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 | Jun-13 | Jul-13 | Aug-13 | | | | Jun-13 | Jul-13 | Aug-13 | |
| WAGES/ALLOWANCES | | | | | | | | | | | | | |
| Mayors Allowance | 1500 | | 1500 | 84.00 | 84.00 | 84.00 | 6% | | | | | | |
| SALARIES | 60000 | | 60000 | 12,928.95 | 22,448.45 | 25,878.88 | 43% | | | | | | |
| HLF Salaries | 21000 | | 21000 | 4,173.16 | 5,564.08 | 6,955.00 | 33% | | | | | | |
| WAGES/ALLOWANCES TOTAL | 61500 | | 61500.00 | 13012.95 | 22532.45 | 25962.88 | 42% | | | | | | |
| ADMIN GRAND TOTAL | 100,950 | 918 | 101,868.00 | 22,256.78 | 35,356.28 | 39,043.77 | 38% | ADMIN GRAND TOTAL | 12830 | 2,175.18 | 2,529.42 | 2,724.42 | 21% |
| OVERVIEW | | | | | | | | OVERVIEW | | | | | |
| | | | Total Budgeted | | | | | PRECEPT | 129314 | 64,657.00 | 64,657.00 | 64,657.00 | 50% |
| TOTALS | 2013/14 | 2013/14 | 2013/14 | Actual | Actual | Actual | % of Budget Reached TO DATE | TOTALS | | Actual | Actual | Actual | % of Budget Reached TO DATE |
| EXPENDITURE | BUDGET | | BUDGET | Jun-13 | Jul-13 | Aug-13 | | INCOME | BUDGET | Jun-13 | Jul-13 | Aug-13 | |
| PREMISES | 32760 | 1865 | 34625 | 8,011.53 | 4,090.46 | 9,811.21 | 28% | PREMISES | 10550 | 2,140.00 | 2,707.00 | 3,074.00 | 29% |
| AMENITIES | 24500 | 4937.5 | 29438 | 1,099.62 | 2,905.83 | 5,809.33 | 20% | AMENITIES | 6516 | 2,047.00 | 2,369.20 | 2,369.20 | 36% |
| ADMINISTRATION | 100950 | 918 | 101868 | 22,256.78 | 35,356.28 | 39,043.77 | 38% | ADMINISTRATION | 12830 | 2,175.18 | 2,529.42 | 2,724.42 | 21% |
| SUBTOTAL | 158210 | 7721 | 165931 | 31368 | 42353 | 54664 | 33% | SUBTOTAL | 29896 | 6362 | 7606 | 8168 | 27% |
| PRECEPT | | | | | | | | PRECEPT | 129314 | 64657 | 64657 | 64657 | 50% |
| TOTAL | 158210 | 7721 | 165931 | 31368 | 42353 | 54664 | 33% | GRAND TOTAL | 159210 | 77381.36 | 79868.244 | 80992.244 | 51% |

Tenbury Town Council Bank Accounts Summary as at

29/07/2013

| Financial Year ending 31/3/14 | Petty Cash | Barclays Current A/C - 023 | Barclays Savings | Barclays Re-cycling A/C - 104 | Barclays HLF grant A/C - 143 | WCC Deposit A/C | TOTALS |
|--------------------------------|------------|----------------------------|------------------|-------------------------------|------------------------------|-----------------|-----------|
| Closing balance per June | 11.09 | 42307.31 | 6221.97 | 11208.39 | 2971.2 | 946.83 | 63666.79 |
| Closing balance per July | | | | | | | |
| Statement (cash at bank and in | 17.24 | 22310.31 | 6221.97 | 11864.56 | 2898.49 | 946.83 | 44259.40 |
| | | | | | | | -19407.39 |

Employment Costs for July

£ 6,161.59

Payments due in July

£ 13,426.73

CLEARED ACCOUNTS

£ 11,694.89

| Payee | Invoice No: | Ref | Total | VAT | NETT | Cheque No: | Issued | Cleared |
|----------------------------------|-------------|--------------------------------|---------|-------|---------|------------|--------|---------|
| Mrs Yvonne Scriven | 41457 | Internal Audit Fee YE 31/03, | 150 | 0 | 150.00 | 101993 | 01/07 | 05/07 |
| Petty Cash | | Petty Cash | 50 | 0 | 50.00 | 102005 | 05/07 | 05/07 |
| Barclays | 13/05/13 - | Bank Charges - 13218923 | 46.74 | 0 | 46.74 | DD | 05/07 | 05/07 |
| Barclays | 13/05/13 - | Bank Charges - 63885143 | 108.28 | 0 | 108.28 | DD | 05/07 | 05/07 |
| Barclays | 13/06/13 - | Bank Charges - 63885143 St | 12.5 | 0 | 12.50 | DD | 05/07 | 05/07 |
| Regal Tenbury Trust Ltd | 164 | Q3 Brochure Ads | 282 | 47 | 235.00 | 100164 | 04/07 | 09/07 |
| MTM Contracting Ltd | | Mowing April & May | 1521.5 | 254 | 1267.50 | 101987 | 04/07 | 09/07 |
| Entanet | | Broadband June | 16.64 | 2.77 | 13.87 | DD | 09/07 | 09/07 |
| Npower Ltd | 41450 | Electric Pump Rooms 17/4/: | 141.06 | 6.72 | 134.34 | DD | 09/07 | 09/07 |
| Mr C. Bunn | 41428 | Work carried out by Length: | 195 | 0 | 195.00 | 101992 | 04/07 | 10/07 |
| Pump Master UK Limited | 65405 | Service Saniflow - Pavilion | 105.6 | 17.6 | 88.00 | 102001 | 04/07 | 10/07 |
| J. G. Banfield & Sons Limited | 4320 | Strimmer line, Keys cut, fly : | 49.4 | 8.24 | 41.16 | 102002 | 04/07 | 10/07 |
| Bill White Nurseries | 6197 | Baskets Planted and Deliver | 2176.2 | 362.7 | 1813.50 | 101984 | 04/07 | 10/07 |
| HMRC | Q1 | Q1 NICS & TAX April to June | 4748.83 | 0 | 4748.83 | 102003 | 08/07 | 10/07 |
| Amazon.co.uk | | Display Easel | 15.37 | 0 | 15.37 | 100168 | 04/07 | 11/07 |
| Amazon.co.uk | | Corex Boards for Window D | 47.9 | 0 | 47.90 | 100168 | 04/07 | 11/07 |
| Amazon.co.uk | | DVD Collection | 29.81 | 4.97 | 24.84 | 100168 | 04/07 | 11/07 |
| Sainsburys | | Tripod Lights | 37.5 | 0 | 37.50 | 100168 | 04/07 | 11/07 |
| Green Magic Co Ltd | 57942 | Snap Display Frames | 69.6 | 11.6 | 58.00 | 100168 | 04/07 | 11/07 |
| Paul Harris - Access 24/7 Locks | 43318 | New Lock Changing Room D | 65 | 0 | 65.00 | 101986 | 04/07 | 11/07 |
| Herefordshire Fire Protection Se | 135000 | Fire Log Book | 13.8 | 2.3 | 11.50 | 101998 | 04/07 | 11/07 |
| Herefordshire Fire Protection Se | 135216 | Install alarm sounders - Reg | 438 | 73 | 365.00 | 101998 | 04/07 | 11/07 |
| West Mercia Supplies | 2530522 | Charges for Copier | 183.73 | 30.62 | 153.11 | 102000 | 04/07 | 11/07 |
| J. H. Berry & Company | 1828 | Presentation Shield Achieve | 25 | 4.17 | 20.83 | 101985 | 04/07 | 11/07 |
| Malvern Hills District Council | 120026651 | Rates Palmers Car Park | 416 | 0 | 416.00 | DD | 15/07 | 15/07 |
| Malvern Hills District Council | 101107255 | Rates Pavilion Burgage | 32 | 0 | 32.00 | DD | 15/07 | 15/07 |
| Malvern Hills District Council | 120048559 | Rates Pump Rooms | 296 | 0 | 296.00 | DD | 15/07 | 15/07 |
| Orange Phone Top Up | | Groundsman's Phone | 20 | 3.33 | 16.67 | 102004 | 04/07 | 15/07 |
| Crew Safe Ltd | CS-139-388 | Buoy and Throw Line (River | 59.45 | 9.91 | 49.54 | 102004 | 04/07 | 15/07 |
| Useful Box Company | RC14478404 | Cup Storage - Pump Rooms | 40.03 | 6.67 | 33.36 | 102004 | 04/07 | 15/07 |
| A.J. Wait | 41 | 1 Air Element - Strimmer | 12 | 0 | 12.00 | 101999 | 04/07 | 17/07 |
| Advantage Business Supplies Ltd | 11/I22891 | 100gm Paper | 9.58 | 1.59 | 7.99 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/I23887 | Laminator, Pouches, Shredd | 115.41 | 19.23 | 96.18 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/I24508 | Shredder Oil | 4.28 | 0.71 | 3.57 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/I25006 | A4 Pioneer paper | 17.94 | 2.99 | 14.95 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/C28462 | Advantage A4 Laser Copier l | -29.37 | -4.89 | -24.48 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/C28582 | A4 Laminator returned | -35.98 | -5.99 | -29.99 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/C28727 | Window Files Yellow Pack r | -13.52 | -2.25 | -11.27 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/I27138 | Receipt Book, Yellow Files & | 35.68 | 5.94 | 29.74 | 101983 | 04/07 | 18/07 |
| Advantage Business Supplies Ltd | 11/I26239 | A3 Laminator | 35.94 | 5.99 | 29.95 | 101983 | 04/07 | 18/07 |
| Mr A.James | 24 | Cleaning of Bus Shelter | 16 | 0 | 16.00 | 101997 | 04/07 | 23/07 |
| BT Business | Q099 P2 | Quarterly Bill for Pump Roo | 133.99 | 22.33 | 111.66 | DD | 25/07 | 25/07 |

NOT YET CLEARED ACCOUNTS

£ 1,731.84

| Payee | Invoice No: | Ref | Total | VAT | NETT | Cheque No: | Issued | Cleared |
|----------------------------|---------------|----------------------------|--------|--------|--------|------------|--------|---------|
| Teme Valley Times | TVT 37005 | Mini Cinemonkeys Ad May/ | 20 | 0 | 20.00 | 100166 | 04/07 | |
| Teme Valley Times | TVT 38011 | Mini Cinemonkeys Ad July | 20 | 0 | 20.00 | 100166 | 04/07 | |
| Garrie Fletcher | 4 | Flash Fiction | 100 | 0 | 100.00 | 100171 | 26/07 | |
| Sainsbury | 41412 | Refreshments Film Projects | 16.8 | 0 | 16.80 | 100170 | 25/07 | |
| Regional Digital Marketing | 1373356909470 | Google Tour of the Regal | 600 | 0 | 600.00 | 100172 | 26/07 | |
| UK Fuels Ltd | 43384 | Unleaded fuel | 24.01 | 4 | 20.01 | 101955 | 25/07 | |
| Regional Digital Marketing | 1373356900921 | Pump Rooms Google Tour | 300 | 0 | 300.00 | 101956 | 26/07 | |
| Npower Ltd | LGULZB44 | Footpath Lighting D2m, D2c | 651.03 | 104.29 | 546.74 | 101957 | 26/07 | |

TOTAL PAYMENTS FOR JULY

£ 19,588.32

Approval for payments due in August

| Payee | Invoice No: | Ref | Total | VAT | NETT | Cheque No: | Due |
|---------------------------------|----------------|------------------------------|----------|--------|---------|------------|-------|
| Malvern Hills District Council | 120026651 | Rates Palmers Car Park | 416.00 | 0.00 | 416.00 | DD | 15/08 |
| Malvern Hills District Council | 101107255 | Rates Pavilion Burgage | 32.00 | 0.00 | 32.00 | DD | 15/08 |
| Malvern Hills District Council | 120048559 | Rates Pump Rooms | 296.00 | 0.00 | 296.00 | DD | 15/08 |
| Barclays | 13/06/13 - 14, | Bank Charges - 13218023 | 41.21 | 0.00 | 41.21 | DD | 05/08 |
| Barclays | 13/06/13 - 14, | Bank Charges - 63885143 | 41.09 | 0.00 | 41.09 | DD | 05/08 |
| Entanet | OP/I245976 | Broadband August | 16.64 | 2.77 | 13.87 | DD | 09/08 |
| Dell Products | 2414243543 | Touchscreen PC Opti/Plex 9 | 500.26 | 83.38 | 416.88 | | |
| British Gas Business | 62468598/1 | Pump Rooms Gas Bill | 56.42 | 2.69 | 53.73 | | |
| Advantage Business Supplies Ltd | 11/I28869 | Yellow Folders & A4 Paper | 29.73 | 4.95 | 24.78 | | |
| Paul Harding Tree Services | 844 | Tree Work Burgage | 1,080.00 | 180.00 | 900.00 | | |
| A.H. Caldicott & Sons | cw 0774 | Pump Rooms repairs to Leat | 471.30 | 78.55 | 392.75 | | |
| HFN Landscapes | 5946 | Works completed to Contra | 1,905.00 | 317.50 | 1587.50 | | |
| Herefordshire Housing Limited | SIAL/0000304 | Community Alarm Monitori | 26.65 | 0.00 | 26.65 | | |
| West Mercia Supplies | 9249282 | Lease from 13/08/2013 to 1 | 108.36 | 18.06 | 90.30 | | |
| Advantage Business Supplies Ltd | 11/I29683 | A4 Laminating Pouches | 22.99 | 3.83 | 19.16 | | |
| Regal Tenbury Trust Ltd | 184 | Family Birthday Party Sweets | 60.61 | 10.10 | 50.51 | | |
| Filmbank | 6093019 | Cinderella - Film Hire | 226.8 | 37.80 | 189.00 | | |
| Sainsburys | 41483 | Birthday Party Cake | 80.5 | 0 | 80.50 | | |
| Sainsburys | 41482 | Birthday Party Cake | 24 | 0 | 24.00 | | |

CURRENTLY OUTSTANDING FOR AUGUST**£ 5,435.56**