

TENBURY TOWN COUNCIL 2013/14 FS03

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

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 14th October 2013** at **7:00pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr G. Price (Mayor), Cllr M. Willis (Chair), Cllr S. Bowkett, Cllr S. Corfield, Cllr M. Drummond, Cllr J. Morgan, Cllr E. Weston (Deputy Chair)

IN ATTENDANCE: Town Clerk, Cllr E. Hudson

APOLOGIES: Cllr J. da Costa

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

Apologies had been received from Cllr da Costa. Cllr Drummond had been asked to attend on behalf of the Amenities Committee.

RESOLVED that apologies be accepted.

3.2 Declarations of Interest.

None

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

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

3.4 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) Members were informed by the Clerk that the Chair and Deputy Chair of Amenities had requested that they consider a reallocation of items on the amenities budget to fund improvements to the tennis courts surface by deep cleaning and application of a specialist sealer and paint finish. The sum required was £6K. The Tennis Club had offered to contribute £2K so the Council would need to find the remaining £4K. It was proposed that £2K budgeted for honeycomb grid on the Burgage be reallocated (then re-budgeted for next year) plus the £1K originally budgeted for tennis courts upkeep and members were asked to suggest where the remaining £1K might be found. Members considered the surplus which had arisen due to significant savings on the new insurance policy and agreed that this should be used to fund several unbudgeted for items. The surplus of £2729 to be split between CAB, the Christmas lights and £1K toward works to improve the tennis courts surface.

RESOLVED that budgets be reallocated as proposed (Appendix B)

3.5 To consider offering a special hire rate at the Pump Rooms for charitable causes.

Members agreed that a special hire rate for charitable causes was a good idea.

RESOLVED that local charities be offered a 50% discount on the normal hire rates for fundraising events which would benefit the community and that powers be delegated to the Clerk to decide on the application of this discounted rate on a case by case basis.

3.6 To consider the sum to be given as a donation in support of the CAB service in Tenbury Wells in this financial year and to propose a future sum to be budgeted for on-going annual support of Tenbury CAB.

All agreed that the sum to be donated immediately to Tenbury CAB should be the same as the sum to be budgeted for support of CAB in future years.

RESOLVED that £1000 be immediately donated in support of Tenbury CAB and that future budgets should include an annual donation of £1000 in continued support.

3.7 To consider a request from The Chamber of Trade for an annual donation toward the town Christmas Lights.

Members considered the lights to be an important feature in the town and were informed that monies donated this year would be used to purchase more lights to extend the display even further through the streets.

RESOLVED that £500 be immediately donated in support of this year's Christmas lights and that future budgets should include an annual donation of £500 in continued support.

TENBURY TOWN COUNCIL 2013/14 FS03

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

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 14th October 2013 at 7:00pm** in the Pump Rooms, Teme Street, Tenbury Wells

3.8 To consider items for inclusion in the 2014/15 budget.

Inclusions to be made as agreed at items 3.4, 3.6 and 3.7 above. Other items to be given further consideration by the funding task group due to meet on Friday 18th October. Further discussion was deferred until the next meeting.

3.9 To approve the Monthly Accounts for August and September 2013 and the Outstanding Accounts for October 2013 for recommendation to Full Council.

Appendix C.

RESOLVED that the Monthly Accounts August and September and the Outstanding Accounts for October 2013 be approved and so presented for ratification by Full Council.

3.10 Correspondence.

None

3.11 Councillors' reports and items for future agenda

Various comments relating to Applefest had been received and Members felt it would be of use to understand the financial position of the event before any further comment. The Mayor and Deputy Mayor would liaise with TAP and the organisers to obtain this information for presentation to Council.

Meeting closed at 7:50 pm

Signed

Dated

PREMISES														
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2013-14	2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Property Running Costs														
Pump Rooms														
Gas	2000		2000		123.78	211.18	264.91	317.23	317.23	317.23	16%	2,000.00		100%
Electricity	660	100	760		208.77	208.77	343.11	343.11	343.11	343.11	45%	1,000.00	-240.00	132%
Water	300		300									200.00	100.00	67%
Rates	3100		3100	292.80	588.80	884.80	1,180.80	1,476.80	1,772.80	1,772.80	57%	2,957.00	143.00	95%
Building Maintenance	2000	600	2600		5.96	5.96	5.96	398.71	398.71	398.71	15%	2,500.00	100.00	96%
Fire Extinguishers/Alarm	600		600				11.50	11.50	104.50	237.64	40%	600.00		100%
Electrical Maintenance/Checks	200	345	545									500.00	45.00	92%
Boiler Maintenance	200		200									200.00		100%
Cleaning Materials/Disposables	50		50				33.36	33.36	33.36	33.36	67%	50.00		100%
Fountain/Bath Restoration incl Reserv	500	500	1000										1,000.00	
Wedding License	500		500									500.00		100%
	10110	1545	11655	292.8	927.31	1310.71	1839.64	2580.71	2969.71	3102.85	27%	10507.00	1,148.00	90%
Regal														
Building Maintenance	1500		1500			1,292.00	1,657.00	1,657.00	1,657.00	1,657.00	110%	1,657.00	-157.00	110%
On going support fund	2500		2500									2,500.00		100%
RTT Grant Donation	10000		10000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00	100%	10,000.00		100%
	14000		14000	5,000.00	5000	6292	6657	6657	6657	11,657.00	83%	14,157.00	-157.00	101%
Pavilion & Groundsmans Shed														
Electricity	1100		1100		284.48	284.48	284.48	284.48	373.64	373.64	34%	1,100.00		100%
Water	200		200	90.72	90.72	90.72	90.72	90.72	90.72	90.72	45%	100.00	100.00	50%
Rates	400		400	35.40	67.40	99.40	131.40	163.40	195.40	195.40	49%	324.00	76.00	81%
Building Maintenance	500	170	670			18.50	18.50	18.50	471.60	591.60	88%	670.00		100%
Electrical Maintenance	300	150	450				88.00	88.00	452.92	452.92	101%	453.00	-3.00	101%
Pavilion Roof Maintenance	1000		1000									1,000.00		100%
	3,500.00	320.00	3,820.00	126.12	442.60	493.10	613.10	645.10	1,584.28	1,704.28	45%	3,647.00	173.00	95%
Changing Rooms														
Electricity	550		550		186.40	186.40	186.40	186.40	236.71	236.71	43%	550.00		100%
Water	200		200		54.52	54.52	54.52	54.52	54.52	54.52	27%	100.00	100.00	50%
Building Maintenance	250		250				65.00	65.00	315.00	315.00	126%	315.00	-65.00	126%
Electrical Maintenance	150		150						129.00	129.00	86%	150.00		100%
	1,150.00	-	1,150.00	-	240.92	240.92	305.92	305.92	735.23	735.23	64%	1,115.00	35.00	97%
Old Mortuary														
Building Maintenance	1000		1000										1,000.00	
Old Mortuary Renovation	2000		2000									1,000.00	1,000.00	50%
	3,000.00	-	3,000.00	-	-	-	-	-	-	-		1,000.00	2,000.00	33%
	31,760.00	1,865.00	33,625.00	5,418.92	6,610.83	8,336.73	9,415.66	10,188.73	11,946.22	17,199.36	51%	30,426.00	3,199.00	90%
Contingency Fund	1000		1000			3.00	3.00	3.00	3.00			1,000.00		100%
PREMISES TOTAL	32,760.00	1,865.00	34,625.00	5,418.92	6,610.83	8,339.73	9,418.66	10,191.73	11,949.22	17,199.36	50%	31,426.00	3,199.00	91%

AMENITIES														
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2013-14	2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Property Running Costs														
Bowling Green														
Treatment & Scarifying	1500		1500				80.00	80.00	80.00	80.00	5%	1,500.00		100%
	1,500.00	-	1,500.00	-	-	-	80.00	80.00	80.00	80.00	5%	1,500.00		100%
Tennis Courts														
Repair & Upkeep	1000		1000									1,000.00		100%
Tennis Court Path	500	250.00	750									750.00		100%
	1,500.00	250.00	1,750.00	-	-	-	-	-	-	-		1,750.00		100%
Burgage														
Grass Cutting	1900		1900				568.75	568.75	568.75	568.75	30%	1,900.00		100%
Kyre Bank Strimming	800		800									800.00		100%
Play Area	500		500									250.00	250.00	50%
Shrubs & Flowers	500		500									300.00	200.00	60%
Japanese Knotweed	500		500									500.00		100%
Premises License	100		100									100.00		100%
Honeycomb Grid for Access	2000		2000									2,000.00		100%
New Play Area Fund	2000		2000									2,000.00		100%
	8,300.00	-	8,300.00	-	-	-	568.75	568.75	568.75	568.75	7%	7,850.00	450.00	95%
Palmers														
Grass Cutting	1900		1900				568.75	568.75	568.75	568.75	30%	1900.00		100%
Hedge Cutting	100		100				50.00	50.00	50.00	50.00	50%	50.00	50.00	50%
Car Park Rates	4300		4300	414.00	830.00	1246.00	1662.00	2078.00	2494.00	2494.00	58%	4158.00	142.00	97%
Repainting of Carpark Lines	1000		1000									1000		
	7,300.00	-	7,300.00	414.00	830.00	1,246.00	2,280.75	2,696.75	3,112.75	3,112.75	43%	7,108.00	192.00	97%
General Costs														
Groundsman Tools	300	100	400				41.16	41.16	439.99	457.15	114%	457.15	-57.15	114%
Petrol/Diesel	300		300		31.75	45.50	65.51	65.51	85.51	85.51	29%	300.00		100%
Maintenance of Equipment	600		600				61.54	61.54	111.54	111.54	19%	600.00		100%
Maintenance Costs	1000		1000	128.00	152.12	152.12	152.12	152.12	256.68	297.47	30%	500.00	500.00	50%
Tree Work	2000	3000	5000					900.00	900.00	900.00	18%	5,000.00		100%
Groundsman Training	700		700										700.00	
	4,900.00	3,100.00	8,000.00	-	159.75	197.62	320.33	1,220.33	1,793.72	1,851.67	23%	6,857.15	1,142.85	86%
	23,500.00	3,350.00	26,850.00	414.00	989.75	1,443.62	3,249.83	4,565.83	5,555.22	5,613.17	78%	25,065.15	1,784.85	93%
Contingency Fund	1000	1587.50	2587.5		70.00	70.00	70.00	1,657.50	1,657.50	1,657.50	64%	2,500.00	87.50	97%
AMENITIES TOTAL	24,500.00	4,937.50	29,437.50	414.00	1,059.75	1,513.62	3,319.83	6,223.33	7,212.72	7,270.67	25%	27,565.15	1,872.35	94%

ADMINISTRATION														
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2013-14	2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Petty Cash	200		200		60.00	60.00	110.00	110.00	110.00	110.00	55%	200.00		100%
Telephone/Broadband	700		700	13.87	52.74	66.61	208.81	222.68	285.31	285.31	41%	600.00	100.00	86%
Stationery & Misc.	450		450		62.89	62.89	179.53	223.47	223.47	238.16	53%	400.00	50.00	89%
Photocopying	450		450		90.30	90.30	151.87	242.17	242.17	242.17	54%	450.00		100%
Lone Worker Alarm	150		150	55.65	55.65	55.65	55.65	82.30	82.30	82.30	55%	150.00		100%
Computer & software	400		400		75.00	75.00	75.00	75.00	108.25	108.25	27%	300.00	100.00	75%
	2350		2350	69.52	396.58	410.45	780.86	955.62	1051.5	1066.19	45%	2,100.00	250.00	89%
Council Running Costs														
Audit etc.	1800		1800							1,200.00	67%	1,200.00	600.00	67%
Internal Auditors Fee	200		200				150.00	150.00	150.00	150.00	75%	150.00	50.00	75%
Elections	700		700									700.00		
Fees (Legal)	1000		1000									1,000.00		100%
Memberships CALC/SLCC	1200		1200	843.19	933.19	933.19	933.19	933.19	1,023.19	1,023.19	85%	1,200.00		100%
Training Courses	500		500										500.00	
Travel Allowances	200		200										200.00	
Insurance (all buildings)	8000		8000	5,270.51	5,270.51	5,270.51	5,270.51	5,270.51	5,270.51	5,270.51	66%	5,271.00	2,729.00	66%
Employers Nat.Ins	4500		4500				1,046.88	1,046.88	1,046.88	2,067.53	46%	4,500.00		100%
	18100		18100	6113.7	6203.7	6203.7	7400.58	7400.58	7490.58	9711.23	54%	14,021.00	4,079.00	77%
Community Services														
Street Lighting	2500		2500				546.74	546.74	546.74	546.74	22%	2,500.00		100%
Car Park Maintenance (Long term)	4000		4000									4,000.00		100%
Bus shelter, maintenance/cleaning	400		400	16.00	16.00	32.00	48.00	48.00	48.00	48.00	12%	200.00	200.00	50%
	6900		6900	16	16	32	594.74	594.74	594.74	594.74	9%	6,700.00	200.00	97%
Donations														
Tenbury in Bloom	150		150					150.00	150.00	150.00	100%	150.00		100%
Tenbury Tourism	350		350							350.00	100%	350.00		100%
	500		500					150	150	500	100%	500.00		100%
Promotion														
Advertising	1000		1000		40.00	40.00	340.00	340.00	439.00	439.00	44%	850.00	150.00	85%
Web Site/Digital Screen	300		300									150.00	150.00	50%
	1300		1300		40	40	340	340	439	439	34%	1,000.00	300.00	77%
Loans														
Public Works Loan Board(all loans)	4500		4500			1,978.79	1,978.79	1,978.79	1,978.79	1,978.79	44%	3,958.00	542.00	88%
	4500		4500			1,978.79	1,978.79	1,978.79	1,978.79	1,978.79	44%	3,958.00	542.00	88%
Payback Schemes														
Lengthsman	3000		3000		220.00	430.00	625.00	840.00	1,050.00	1,050.00	35%	3,000.00		100%
Footpaths	500		500									500.00		100%
Rate Relief	300		300									300.00		100%
	3800		3800		220	430	625	840	1050	1050	28%	3,800.00		100%
Hanging Baskets	1000	918	1918				1,813.50	1,813.50		350.00	18%	1,813.50	104.50	95%
	1000	918	1918				1813.5	1813.5		350	18%	1,813.50	104.50	95%
	38,450.00	918.00	39,368.00	6,199.22	6,876.28	9,094.94	13,533.47	14,073.23	12,754.61	15,689.95	40%	33,892.50	5,475.50	86%
Contingency Fund	1000		1000		95.34	148.89	337.24	419.54	455.30	455.30	46%	1,000.00		100%
ADMIN SUB TOTAL	39,450.00	918.00	40,368.00	6,199.22	6,971.62	9,243.83	13,870.71	14,492.77	13,209.91	16,145.25	40%	34,892.50	5,475.50	86%

EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2013-14	2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
WAGES/ALLOWANCES														
Mayors Allowance	1500		1500	84.00	84.00	84.00	84.00	84.00	84.00	84.00	6%	1,500.00		100%
SALARIES	60000		60000	3,682.57	8,286.82	12,928.95	20,942.45	24,499.19	28,848.60	36,385.17	61%	60,000.00		100%
HLF Salaries	21000		21000	1,391.12	2,782.04	4,173.16	6,023.20	7,414.32	8,805.24	10,655.28	51%	15,800.00	5,200.00	75%
WAGES/ALLOWANCES TOTAL	61500		61500.00	3766.57	8370.82	13012.95	21026.45	24583.19	28932.60	36469.17	59%	61500.00		100%
ADMIN GRAND TOTAL	100,950	918	101,868.00	9,965.79	15,342.44	22,256.78	34,897.16	39,075.96	42,142.51	52,614.42	52%	96,392.50	5,475.50	95%
OVERVIEW														
			Total Budgeted Spend											
TOTALS	2013/14	2013/14	2013/14	Actual	Actual	Actual	Actual	Actual	Actual	Actual	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
EXPENDITURE	BUDGET		BUDGET	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
PREMISES	32760	1865	34625	5,418.92	6,610.83	8,339.73	9,418.66	10,191.73	11,949.22	17,199.36	50%	31,426.00	3,199.00	91%
AMENITIES	24500	4937.5	29438	414.00	1,059.75	1,513.62	3,319.83	6,223.33	7,212.72	7,270.67	25%	27,565.15	1,872.35	94%
ADMINISTRATION	100950	918	101868	9,965.79	15,342.44	22,256.78	34,897.16	39,075.96	42,142.51	52,614.42	52%	96,392.50	5,475.50	95%
SUBTOTAL	158210	7721	165931	15799	23013	32110	47636	55491	61304	77084	46%	155383.65	10,546.85	94%
PRECEPT														
TOTAL	158210	7721	165931	15799	23013	32110	47636	55491	61304	77084	46%	155383.65	10,546.85	94%

PREMISES												
INCOME	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Year End Projected Balance Unreceived	END OF YEAR FORECAST
	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Pump Rooms												
Bookings	5600		162.00	512.00	712.00	857.00	1,601.50	1,601.50	29%	3,000.00	2,600.00	54%
	5600		162	512	712	857	1601.5	1601.5	29%	3000.00	2,600.00	54%
Regal & C.Centre												
Rent	4400	734.00	1,101.00	1,468.00	1,835.00	2,202.00	2,565.00	2,932.00	67%	4,400.00		100%
	4400											
Changing Rooms Meter	400		160.00	160.00	160.00	160.00	160.00	160.00	40%	300.00	100.00	75%
	400									300	100.00	75%
Mortuary Rent	150										150.00	
	150										150.00	
PREMISES TOTAL	10550	734	1423	2140	2707	3219	4327	4694	44%	7700	2,850.00	73%

AMENITIES												
INCOME	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Year End Projected Balance Unreceived	END OF YEAR FORECAST
	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Bowling Club	550						550.00	550.00	100%	550.00		100%
Bowling League	550									550.00		100%
Pay per Use Fees	1100	-	-	-	-	-	550.00	550.00	50%	1,100.00		100%
Tennis Club Fees	939						963.00	963.00	103%	963.00	-24.00	103%
Pay per Use Fees	250				82.20	88.20	88.20	88.20	35%	150.00	100.00	60%
	1189	-	-	-	82.20	88.20	1,051.20	1,051.20	88%	1,113.00	76.00	94%
Bonfire	120											
Car Boot Sales	600		400.00	400.00	400.00	400.00	600.00	600.00	100%	600.00		100%
Hanging Baskets	1000			882.00	972.00	1,089.00	1,089.00	1,089.00	109%	1,089.00	-89.00	
	1720	-	400.00	1,282.00	1,372.00	1,489.00	1,689.00	1,689.00	98%	1,689.00	31.00	98%
Football Club	967					241.75	241.75	241.75	25%	967.00		100%
Rugby Club	600						151.50	151.50	25%	600.00		100%
May Fair	735	735.00	735.00	735.00	735.00	735.00	735.00	735.00	100%	735.00		100%
Scout Hut	5											
Skip Rent, annual.	2307	735.00	735.00	735.00	735.00	976.75	1,128.25	1,128.25	49%	2,302.00	5.00	100%
Cemetery charges	200		30.00	30.00	180.00	260.00	260.00	260.00	130%	260.00	-60.00	130%
	200	-	30.00	30.00	180.00	260.00	260.00	260.00	130%	260.00	-60.00	130%
	5516	735.00	1,165.00	1,135.00	1,397.20	1,724.95	3,589.45	3,589.45	65%	5,675.00	-159.00	103%
AMENITIES TOTAL	5516	735.00	1,165.00	1,135.00	1,397.20	1,724.95	3,589.45	3,589.45	65%	5,675.00	-159.00	103%

ADMINISTRATION												
INCOME	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Year End Projected Balance Unreceived	END OF YEAR FORECAST
	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Recovered VAT	9000			1,953.09	1,953.09	2,839.51	2,839.51	2,839.51	32%	8,000.00	1,000.00	89%
Wayleaves												
Interest on A/Cs	20			2.09	2.09	2.09	4.30	4.30	22%	20.00		100%
Hereford and Worcester A	10									10.00		100%
	9030			1955.182	1955.182	2841.598	2843.808	2843.808	31%	8030	1,000.00	89%
Lengthsman	3000			220.00	430.00	840.00	840.00	840.00	28%	3,000.00		100%
Footpaths	500									500.00	1.00	100%
Rate Relief	300				144.24	144.24	144.24	144.24	48%	300.00		100%
	3800			220	574.24	984.24	984.24	984.24	26%	3800		100%
	12830	-	-	2,175.18	2,529.42	3,825.84	3,828.05	3,828.05	30%	11,830.00	1,000.00	92%
	12830	-	-	2,175.18	2,529.42	3,825.84	3,828.05	3,828.05	30%	11,830.00	1,000.00	92%

INCOME	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Year End Projected Balance Unreceived	END OF YEAR FORECAST
	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
ADMIN GRAND TOTAL	12830	-	-	2,175.18	2,529.42	3,825.84	3,828.05	3,828.05	30%	11,830.00	1,000.00	92%
OVERVIEW												
PRECEPT	129314	64,657.00	64,657.00	64,657.00	64,657.00	64,657.00	129,314.00	129,314.00	100%			
Year End Projected Balance Unreceived	% of Budget Reached TO DATE	Actual	Actual	Actual	Actual	Actual	Actual	Actual	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Year End Projected Balance Unreceived	% of Budget Reached TO DATE
		Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
PREMISES	10550	734.00	1,423.00	2,140.00	2,707.00	3,219.00	4,326.50	4,693.50	44%	7,700.00	2,850.00	73%
AMENITIES	5516	735.00	1,165.00	1,135.00	1,397.20	1,724.95	3,589.45	3,589.45	65%	5,675.00	-159.00	103%
ADMINISTRATION	12830	-	-	2,175.18	2,529.42	3,825.84	3,828.05	3,828.05	30%	11,830.00	1,000.00	92%
SUBTOTAL	28896	1469	2588	5450	6634	8770	11744	12111	42%	25205	3691	87%
PRECEPT	129314	64657	64657	64657	64657	64657	129314	129314	100%	129314		100%
GRAND TOTAL	158210	66126	67245	70107	71291	73427	141058	141425	89%	154519	3691	98%

PREMISES																
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget		Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
Property Running Costs	2013-14	2013-14	Difference	2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Pump Rooms																
Gas	2000	2000			2000		123.78	211.18	264.91	317.23	317.23	317.23	16%	2,000.00		100%
Electricity	660	660		100	760		208.77	208.77	343.11	343.11	343.11	614.38	81%	1,000.00	-240.00	132%
Water	300	300			300									200.00	100.00	67%
Rates	3100	3100			3100	292.80	588.80	884.80	1,180.80	1,476.80	1,772.80	2,068.80	67%	2,957.00	143.00	95%
Building Maintenance	2000	2000		600	2600		5.96	5.96	5.96	398.71	398.71	398.71	15%	2,500.00	100.00	96%
Fire Extinguishers/Alarm	600	600			600				11.50	11.50	104.50	237.64	40%	600.00		100%
Electrical Maintenance/Checks	200	200		345	545									500.00	45.00	92%
Boiler Maintenance	200	200			200									200.00		100%
Cleaning Materials/Disposables	50	50			50				33.36	33.36	33.36	33.36	67%	50.00		100%
Fountain/Bath Restoration incl Reser	500	500		500	1000										1,000.00	
Wedding License	500	500			500									500.00		100%
	10110	10110		1545	11655	292.8	927.31	1310.71	1839.64	2580.71	2969.71	3670.12	31%	10507.00	1,148.00	90%
Regal																
Building Maintenance	1500	1500			1500			1,292.00	1,657.00	1,657.00	1,657.00	1,657.00	110%	1,657.00	-157.00	110%
On going support fund	2500	2500			2500									2,500.00		100%
RTT Grant Donation	10000	10000			10000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00	100%	10,000.00		100%
	14000	14000			14000	5,000.00	5000	6292	6657	6657	6657	11,657.00	83%	14,157.00	-157.00	101%
Pavilion & Groundsmans Shed																
Electricity	1100	1100			1100		284.48	284.48	284.48	284.48	373.64	373.64	34%	1,100.00		100%
Water	200	200			200	90.72	90.72	90.72	90.72	90.72	90.72	90.72	45%	100.00	100.00	50%
Rates	400	400			400	35.40	67.40	99.40	131.40	163.40	195.40	227.40	57%	324.00	76.00	81%
Building Maintenance	500	500		170	670			18.50	18.50	18.50	471.60	591.60	88%	670.00		100%
Electrical Maintenance	300	300		150	450				88.00	88.00	452.92	452.92	101%	453.00	-3.00	101%
Pavilion Roof Maintenance	1000	1000			1000									1,000.00		100%
	3,500.00	3,500.00		320.00	3,820.00	126.12	442.60	493.10	613.10	645.10	1,584.28	1,736.28	45%	3,647.00	173.00	95%
Changing Rooms																
Electricity	550	550			550		186.40	186.40	186.40	186.40	236.71	236.71	43%	550.00		100%
Water	200	200			200		54.52	54.52	54.52	54.52	54.52	54.52	27%	100.00	100.00	50%
Building Maintenance	250	250			250				65.00	65.00	315.00	315.00	126%	315.00	-65.00	126%
Electrical Maintenance	150	150			150						129.00	129.00	86%	150.00		100%
	1,150.00	1,150.00		-	1,150.00	-	240.92	240.92	305.92	305.92	735.23	735.23	64%	1,115.00	35.00	97%
Old Mortuary																
Building Maintenance	1000	1000			1000										1,000.00	
Old Mortuary Renovation	2000	2000			2000									1,000.00	1,000.00	50%
	3,000.00	3,000.00		-	3,000.00	-	-	-	-	-	-	-		1,000.00	2,000.00	33%
	31,760.00	31,760.00	-	1,865.00	33,625.00	5,418.92	6,610.83	8,336.73	9,415.66	10,188.73	11,946.22	17,798.63	53%	30,426.00	3,199.00	90%
Contingency Fund	1000	1000			1000			3.00	3.00	3.00	3.00			1,000.00		100%
PREMISES TOTAL	32,760.00	32,760.00		1,865.00	34,625.00	5,418.92	6,610.83	8,339.73	9,418.66	10,191.73	11,949.22	17,798.63	51%	31,426.00	3,199.00	91%

AMENITIES																
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget		Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
Property Running Costs	2013-14	2013-14	Difference	2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Bowling Green																
Treatment & Scarifying	1500	1500			1500					80.00	80.00	80.00	5%	1,500.00		100%
	1,500.00	1,500.00		-	1,500.00	-	-	-	80.00	80.00	80.00	80.00	5%	1,500.00		100%
Tennis Courts																
Repair & Resurface	1000	4000	3000.00		4000									4,000.00		100%
Tennis Court Path	500	500		250.00	750									750.00		100%
	1,500.00	4,500.00	3000.00	250.00	4,750.00	-	-	-	-	-	-	-		4,750.00		100%
Burgage																
Grass Cutting	1900	1900			1900				568.75	568.75	568.75	568.75	30%	1,900.00		100%
Kyre Bank Strimming	800	800			800									800.00		100%
Play Area	500	500			500									250.00	250.00	50%
Shrubs & Flowers	500	500			500									300.00	200.00	60%
Japanese Knotweed	500	500			500									500.00		100%
Premises License	100	100			100									100.00		100%
Honeycomb Grid for Access	2000		-2000.00													
New Play Area Fund	2000	2000			2000									2,000.00		100%
	8,300.00	6,300.00	-2000.00	-	6,300.00	-	-	-	568.75	568.75	568.75	568.75	9%	5,850.00	450.00	93%
Palmers																
Grass Cutting	1900	1900			1900				568.75	568.75	568.75	568.75	30%	1900.00		100%
Hedge Cutting	100	100			100				50.00	50.00	50.00	50.00	50%	50.00	50.00	50%
Car Park Rates	4300	4300			4300	414.00	830.00	1246.00	1662.00	2078.00	2494.00	2910.00	68%	4158.00	142.00	97%
Repainting of Carpark Lines	1000	1000			1000									1000		
	7,300.00	7,300.00		-	7,300.00	414.00	830.00	1,246.00	2,280.75	2,696.75	3,112.75	3,528.75	48%	7,108.00	192.00	97%
General Costs																
Groundsman Tools	300	300		100	400				41.16	41.16	439.99	457.15	114%	614.62	-214.62	154%
Petrol/Diesel	300	300			300		31.75	45.50	65.51	65.51	85.51	112.18	37%	300.00		100%
Maintenance of Equipment	600	600			600				61.54	61.54	111.54	111.54	19%	600.00		100%
Maintenance Costs	1000	1000			1000		128.00	152.12	152.12	152.12	256.68	297.47	30%	500.00	500.00	50%
Tree Work	2000	2000		3000	5000					900.00	900.00	900.00	18%	5,000.00		100%
Groundsman Training	700	700			700										700.00	
	4,900.00	4,900.00		3,100.00	8,000.00	-	159.75	197.62	320.33	1,220.33	1,793.72	1,878.34	23%	7,014.62	985.38	88%
	23,500.00	24,500.00	1,000.00	3,350.00	27,850.00	414.00	989.75	1,443.62	3,249.83	4,565.83	5,555.22	6,055.84	86%	26,222.62	1,627.38	94%
Contingency Fund	1000	1000		1587.50	2587.5		70.00	70.00	70.00	1,657.50	1,657.50	1,657.50	64%	2,500.00	87.50	97%
AMENITIES TOTAL	24,500.00	25,500.00	1000.00	4,937.50	30,437.50	414.00	1,059.75	1,513.62	3,319.83	6,223.33	7,212.72	7,713.34	25%	28,722.62	1,714.88	94%

ADMINISTRATION																
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget	Difference	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2013-14	2013-14		2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
Petty Cash	200	200			200		60.00	60.00	110.00	110.00	110.00	160.00	80%	200.00		100%
Telephone/Broadband	700	700			700	13.87	52.74	66.61	208.81	222.68	285.31	369.92	53%	600.00	100.00	86%
Stationery & Misc.	450	450			450		62.89	62.89	179.53	223.47	223.47	238.16	53%	400.00	50.00	89%
Photocopying	450	450			450		90.30	90.30	151.87	242.17	242.17	242.17	54%	450.00		100%
Lone Worker Alarm	150	150			150	55.65	55.65	55.65	55.65	82.30	82.30	82.30	55%	150.00		100%
Computer & software	400	400			400		75.00	75.00	75.00	75.00	108.25	108.25	27%	300.00	100.00	75%
	2350	2350			2350	69.52	396.58	410.45	780.86	955.62	1051.5	1200.8	51%	2,100.00	250.00	89%
Council Running Costs																
Audit etc.	1800	1800			1800							1,200.00	67%	1,200.00	600.00	67%
Internal Auditors Fee	200	200			200				150.00	150.00	150.00	150.00	75%	150.00	50.00	75%
Elections	700	700			700									700.00		
Fees (Legal)	1000	1000			1000									1,000.00		100%
Memberships CALC/SLCC	1200	1200			1200	843.19	933.19	933.19	933.19	933.19	1,023.19	1,086.94	91%	1,200.00		100%
Training Courses	500	500			500										500.00	
Travel Allowances	200	200			200										200.00	
Insurance (all buildings)	8000	5500	-2500.00		5500	5,270.51	5,270.51	5,270.51	5,270.51	5,270.51	5,270.51	5,270.51	96%	5,271.00	229.00	96%
Employers Nat.Ins	4500	4500			4500				1,046.88	1,046.88	1,046.88	2,067.53	46%	4,500.00		100%
	18100	15600	-2500.00		15600	6113.7	6203.7	6203.7	7400.58	7400.58	7490.58	9774.98	63%	14,021.00	1,579.00	90%
Community Services																
Street Lighting	2500	2500			2500				546.74	546.74	546.74	1,101.47	44%	2,500.00		100%
Car Park Maintenance (Long term)	4000	4000			4000									4,000.00		100%
Bus shelter, maintenance/cleaning	400	400			400	16.00	16.00	32.00	48.00	48.00	48.00	48.00	12%	200.00	200.00	50%
	6900	6900			6900	16	16	32	594.74	594.74	594.74	1149.47	17%	6,700.00	200.00	97%
Donations																
Tenbury in Bloom	150	150			150						150.00	150.00	100%	150.00		100%
Tenbury Tourism	350	350			350							350.00	100%	350.00		100%
Tenbury CAB		1000	1000.00													
Tenbury CoT Christmas Lights		500	500.00													
	500	2000	1500.00		500						150	150	100%	500.00		100%
Promotion																
Advertising	1000	1000			1000		40.00	40.00	340.00	340.00	439.00	439.00	44%	850.00	150.00	85%
Web Site/Digital Screen	300	300			300									150.00	150.00	50%
	1300	1300			1300		40	40	340	340	439	439	34%	1,000.00	300.00	77%
Loans																
Public Works Loan Board(all loans)	4500	4500			4500			1,978.79	1,978.79	1,978.79	1,978.79	1,978.79	44%	3,958.00	542.00	88%
	4500	4500			4500			1978.79	1978.79	1978.79	1978.79	1978.79	44%	3,958.00	542.00	88%
Payback Schemes																
Lengthsman	3000	3000			3000		220.00	430.00	625.00	840.00	1,050.00	1,255.00	42%	3,000.00		100%
Footpaths	500	500			500									500.00		100%
Rate Relief	300	300			300									300.00		100%
	3800	3800			3800		220	430	625	840	1050	1255	33%	3,800.00		100%
Hanging Baskets	1000	1000		918	1918				1,813.50	1,813.50		350.00	18%	1,813.50	104.50	95%
	1000	1000		918	1918				1813.5	1813.5		350	18%	1,813.50	104.50	95%
	38,450.00	37,450.00	-1000.00	918.00	36,868.00	6,199.22	6,876.28	9,094.94	13,533.47	14,073.23	12,754.61	16,648.04	45%	33,892.50	2,975.50	92%
Contingency Fund																
	1000	1000			1000		107.84	173.89	362.24	444.54	492.80	551.86	55%	1,000.00		100%
ADMIN SUB TOTAL	39,450.00	38,450.00	-1000.00	918.00	37,868.00	6,199.22	6,984.12	9,268.83	13,895.71	14,517.77	13,247.41	17,199.90	45%	34,892.50	2,975.50	92%

EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget	Difference	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2013-14	2013-14		2013-14	2013-14	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
WAGES/ALLOWANCES																
Mayors Allowance	1500	1500			1500	84.00	84.00	84.00	84.00	84.00	84.00	474.00	32%	1,500.00		100%
SALARIES	60000	60000			60000	3,682.57	8,286.82	12,928.95	20,942.45	24,499.19	28,848.60	36,285.53	60%	60,000.00		100%
HLF Salaries	21000	21000			21000	1,391.12	2,782.04	4,173.16	6,023.20	7,414.32	8,805.24	10,655.28	51%	15,800.00	5,200.00	75%
WAGES/ALLOWANCES TOTAL	61500	61500			61500.00	3766.57	8370.82	13012.95	21026.45	24583.19	28932.60	36759.53	60%	61500.00		100%
ADMIN GRAND TOTAL	100,950	99,950	-1000.00	918	99,368.00	9,965.79	15,354.94	22,281.78	34,922.16	39,100.96	42,180.01	53,959.43	54%	96,392.50	2,975.50	97%
OVERVIEW																
		Re Forecast Budget			Total Budgeted Spend											
TOTALS	2013/14	2013/14	Difference	2013/14	2013/14	Actual	Actual	Actual	Actual	Actual	Actual	Actual	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
EXPENDITURE	BUDGET	BUDGET			BUDGET	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13				
PREMISES	32760	32,760.00		1865	34625	5,418.92	6,610.83	8,339.73	9,418.66	10,191.73	11,949.22	17,798.63	51%	31,426.00	3,199.00	91%
AMENITIES	24500	25,500	1000.00	4937.5	30438	414.00	1,059.75	1,513.62	3,319.83	6,223.33	7,212.72	7,713.34	25%	28,722.62	1,714.88	94%
ADMINISTRATION	100950	99,950	-1000.00	918	99368	9,965.79	15,354.94	22,281.78	34,922.16	39,100.96	42,180.01	53,959.43	54%	96,392.50	2,975.50	97%
SUBTOTAL	158210	158210		7721	164431	15799	23026	32135	47661	55516	61342	79471	48%	156541.12	7,889.38	95%
PRECEPT																
TOTAL	158210	158210		7721	164431	15799	23026	32135	47661	55516	61342	79471	48%	156541.12	7,889.38	95%