

TENBURY TOWN COUNCIL 2013/14 FS04

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Minutes of the **FINANCE AND STAFFING GROUP** meeting to be held on **Monday 25th November 2013 at 7:20pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

IN ATTENDANCE: Town Clerk

APOLOGIES: Cllr S. Corfield

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

Apologies had been received from Cllr S. Corfield

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 14th October 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.

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

RESOLVED that the budget position to date be approved. (Actual Figures to Nov 2013 shown in relevant column on Appendix A)

4.5 To consider a request for funding received from Tenbury NILS (No Interest Loan Scheme)

Tenbury NILS had requested funding support. Members felt the scheme was worthy of funding but wished to know more about the areas covered by the service and the sort of sum which was required.

RESOLVED that the request be put before Full Council for further consideration.

4.6 To consider the recommendations of the Premises and the Amenities Committees re. Facility Charges for Financial Year 2014/15.

Members agreed that no increase should be made.(Appendix B)

RESOLVED to accept the recommendations of the Premises & Amenities Committees and recommend 2014/15 facility charges to Full Council for approval.

4.7 To consider items for inclusion in the 2014/15 budget and agree the budget to be recommended for approval by Full Council.

Members considered the proposed Administration budget and agreed with the suggestions made. (Appendix A) They then considered the provision of Sink Funds and discussed the possibility of funding capital projects with a loan from the Public Works Loan Board rather than saving funds in advance. They noted that building up a Sink Fund was necessary to allow for forward management of some facilities but that for works such as the children's play area or replacement pavilion it would be better to take out a loan as the work could then be carried out immediately. Annual savings would take up to 9 years to cover the works, by which time costs could have risen considerably, whereas future repayments on a loan could be spread over a longer period and consequently have less impact upon the annual precept in coming years. Members agreed to retain the sums provisioned in the budget so that a loan application might be made and the funds used for loan repayment if necessary.

RESOLVED that the proposed budgets for 2014/15 be recommended to Full Council for approval.

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4.8 To consider the precept required for 2014/15 and to recommend the 2014/15 precept amount for approval by Full Council.

The budget having been agreed, the required Precept amount would be £137,485, an increase of £8,171 on the previous year. Members were informed that due to changes in Central Government policy the calculations for Band D Council tax would now be made based on a reduced Council Tax base which would appear to make the precept increase higher than it was.

RESOLVED that a precept amount be £ 137,485 be recommended to Full Council for approval.

4.9 To approve the Monthly Accounts for November 2013 and the Outstanding Accounts for December 2013 for recommendation to Full Council.

Appendix C.

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

4.10 Correspondence.

None

4.11 Councillors' reports and items for future agenda

None

4.12 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(l) of the Local Government Act 1972:-

4.13 To consider staffing matters relating to remuneration

Members discussed a staff pay increase and were reminded that the budget had allowed for an increase in this financial year. Details were discussed for the Groundsman, Pump Rooms Caretaker, Admin Assistant and Town Clerk

RESOLVED that with effect from 1st December 2013 salaries would be increased by less than 2% to be reviewed in 12 months' time. Overtime rates would remain unchanged.

Meeting closed at 9:05 pm

Signed

Dated

2013-14 Proposed Budget

Appendix A

NEW OVERVIEW								OVERVIEW							
	2013 / 14 BUDGET Approved Dec 2012	2013 / 14 REVISED 04/10/13	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	End of Year Unspent	2014/15 BUDGET Suggestions	VARIANCE to Previous Year		2013 / 14 BUDGET Approved Dec 2012	2013 / 14 REVISED 04/10/13	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	End of Year Not Received	2014/15 BUDGET Suggestions	VARIANCE to 2012/13
TOTALS								TOTALS							
EXPENDITURE								INCOME							
PREMISES	32760	32760	18712	31426	1334	39100	6,340	PREMISES	10550	10550	5639	7700	-2850	8800	-1,750
AMENITIES	24500	25500	4252	24296	1205	31200	5,700	AMENITIES	5521	5516	4287	5886	370	4900	-621
ADMINISTRATION	100950	99950	62280	97737	2214	94610	-5,340	ADMINISTRATION	12830	12830	5249	13814	984	13725	895
SUBTOTAL	158210	158210	85244	153458	4752	164910	6,700	SUBTOTAL	28901	28896	15174	27400	-1496	27425	-1,476
								PRECEPT	129314	129314	129314	129314		137,485	
TOTAL	158210	158210	85244	153458	4752	164910	6,700	GRAND TOTAL	158215	158210	144488	156714	-1496	164910	4,450

3256

4.23%

94%

2014-15 Proposed Budget

PREMISES

EXPENDITURE	2013 / 14 BUDGET Approved Dec 2012	Carried over From RESERVES	Total Budgeted Spend including reserves	2013 / 14 REVISED 04/10/13	Total REVISED Budgeted Spend including reserves	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	End of Year Unspent	2014/15 BUDGET Proposals	VARIANCE to Previous Year	INCOME	2013 / 14 BUDGET Approved Dec 2012	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	2014/15 BUDGET Proposals	VARIANCE to Previous Year
Property Running Costs																
Pump Rooms											Pump Rooms					
Gas	2000		2000	2000	2000	338.96	2,000	-	1,500	-500	Bookings	5600	2180	3000	4000	-1,600
Electricity	660	300	960	660	960	614.38	960	-	1,500	840						
Water	300	2000	300	300	2300		200	2,100	200	-100						
Rates	3100		3100	3100	3100	2364.8	2,957	143	3,100							
Building Maintenance	2000	600	2600	2000	2600	407.87	2,500	100	2,000							
Fire Extinguishers/Alarm	600		600	600	600	237.64	600	-	400	-200						
Electrical Maintenance/Checks	200	345	545	200	545		500	45	200							
SINK Fund	200		200	200	200	82	200	-	200							
Cleaning Materials/Disposables	50		50	50	50	33.36	50	-	50							
Fountain & Bathtub Restoration	500	500	1000	500	1000			1,000	-	-500						
Wedding License	500		500	500	500		500	-	500							
SINK Fund									4,000	4,000						
	10110	1545	11655	10110	11655	4079.01	10,507	1,148	13,650	3,540						
Regal & Community Centre											Regal & Community Centre					
Building Maintenance			1500	1500	1500	1657	2,000	500	2,500	1,000	RTT Rent	4400	3299	4400	4400	
Trust Donation	10000		10000	10000	10000		10,000	-	10,000							
SINK Fund	4000		2500	2500	2500	10000	2,500	-	4,000	1,500						
	14000		14000	14000	14000	11657	14,500	500	16,500	2,500						
Pavilion & Groundsmans Shed											Pavilion & Groundsmans Shed					
Electricity	1100		1100	1100	1100	373.64	1,100	-	1,100							
Water	200		200	200	200	90.72	100	100	200							
Rates	400		400	400	400	259.4	324	76	400							
Building Maintenance	500	170	670	500	670	685.67	670	-	500							
Electrical Maintenance	300	150	1000	1000	1150	452.92	453	697	500	-500						
Pavilion Roof Maintenance	1000		450	300	300		1,000	700	500	200						
SINK Fund									2,000	2,000						
	3500	320	3820	3500	3820	1862.35	3,647	173	5,200	1,700						
Changing Rooms											Changing Rooms					
Electricity	550		550	550	550	377.41	550	-	550		Changing Rooms Meter	400	160	300	400	
Water	200		200	200	200	112.02	100	100	200							
Building Maintenance	250		250	250	250	492.7	315	65	500	250						
Electrical Maintenance	150		150	150	150	129	150	-	500	350						
SINK Fund									1,000	1,000						
	1150		1150	1150	1150	1111.13	1,115	35	2,750	1,600						
Old Mortuary											Old Mortuary					
Building Maintenance	1000		1000	1000	1000		-	1,000	-	-1,000	Mortuary Rent	150				-150
Renovations	2000		2000	2000	2000		1,000	1,000	-	-2,000						
	3000		3000	3000	3000		1,000	2,000	-	-3,000						
Subtotal	31760	1865	33625	31,760	33625	18709.49	30,426	3,199	38,100	6,340						
Contingency Fund	1000		1000	1000	2865	3	1,000	1,865	1,000							
PREMISES	32760	1865	34625	32,760	34625	18712.49	31,426	3,199	39,100	6,340	PREMISES	10550	5639	7700	8800	-1,750

2014-15 Proposed Budget

AMENITIES

EXPENDITURE	2013 / 14 BUDGET Approved Dec 2012	Carried over From RESERVES	Total Budgeted Spend including reserves	2013 / 14 REVISED 04/10/13	Total REVISED Budgeted Spend including reserves	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	End of Year Unspent	2014/15 BUDGET Proposals	VARIANCE to Previous Year
Property Running Costs										
Bowling Green										
Treatment & Scarifying	1500		1500	1500	1500	120	1,500	-	1,500	
		2,000	2000		2000			2,000		
Bowling Green	1500	2000	3500	1500	3500	120	1,500	2,000	1,500	
Tennis Courts										
Repair & Upkeep	1000		1000	4000	4000	530	4,000	-	1,200	-2,800
Path	500	250	750	500	750		750	-	-	-500
SINK Fund									2,000	2,000
Tennis Courts	1500	250	1750	4500	4750	530	4,750	-	3,200	-3,300
Burgage										
Grass Cutting	1900		1900	1900	1900		1,900	-	1,900	
Kyre Banks	800		800	800	800		800	-	800	
Play Area Maintenance	500		500	500	500		250	250	500	
Shrubs & Flowers	500		500	500	500		300	200	400	-100
Japanese Knotweed	500		500	500	500		500	-	500	
Premises License	100		100	100	100		100	-	100	
Honeycomb Grid re. Access/Parking	2000		2000				-	-	2,000	2,000
Play Area	2000		2000	2000	2000		2,000	-	2,000	
Burgage	8300		8300	6300	5800		5,850	50	8,200	1,900
Palmers										
Grass Cutting	1900		1900	1900	1900		1,900	-	1,900	
Hedge Cutting	100		100	100	100		50	50	-	-100
Car Park Rates	4300		4300	4300	4300		4,158	142	4,300	
Car Park - Re Paint Lines	1000		1000	1000	1000			1,000	1,000	
SINK Fund Skate Park									2,000	2,000
SINK Fund Car Park									4,000	4,000
Palmers	7300		7300	7300	7300		6,108	1,192	13,200	5,900
General Costs										
Groundsman Tools	300	100	400	300	400	614.62	400	-	500	200
Petrol/Diesel	300		300	300	300	118.18	300	-	300	
Maintenance of Equipment	600		600	600	600	111.54	600	-	600	
Maintenance Costs	1000		1000	1000	1000		1,000	-	1,000	
Tree Work	2000	3000	5000	2000	5000	1100	1,200	3,800	1,000	-1,000
Groundsman's Training	700		700	700			-	-	700	
General Costs	4900	3100	8000	4900	7300	1944.34	3,500	3,800	4,100	-800
SUBTOTAL	23500	5350	28850	24500	28650	2594.34	21,708	6,942	30,200	3,700
Contingency Fund	1000	1587.5	2587.5	1000	2587.5	1657.5	2,588	-	1,000	
AMENITIES TOTAL	24500	6937.5	31437.5	25500	31237.5	4251.84	24,296	6,942	31,200	5,700

18%

AMENITIES

INCOME	2013 / 14 BUDGET Approved Dec 2012	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	2014/15 BUDGET Proposals	VARIANCE to Previous Year
Bowling Green					
Bowling Club	550	550	550	560	10
Bowling League	550	550	550	560	10
	1,100.00	1,100.00	1100	1120	20
Tennis Courts					
Tennis Club Fees	939	963	963	980	41
Pay per Use Fees	250	88	250	250	
	1,189.00	1,051.00	1213	1230	41
Burgage					
Bonfire	120		120	120	
Car Boot Sales	600	600	600	600	
	720.00	600.00	720	720	
Palmers					
Football Club	967	241.75	986	1006	39
Rugby Club	600	299	602	614	14
May Fair	735	735	735		-735
Skip Rent, annual.			450		
Scout Hut	5		5	5	
Scout Hut	5		5	5	
	2,312.00	1,275.75	2783	1630	-682
Other					
Cemetery charges	200	260	70	200	
	200.00	260.00	70	200	
AMENITIES	5,521	4,287	5886	4900	-621

2014-15 Budget Suggestions

EXPENDITURE	2013 / 14 BUDGET Approved Dec 2012	Carried over From RESERVES	Total Budgeted Spend including reserves	2013 / 14 REVISED 04/10/13	Total REVISED Budgeted Spend including reserves	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014		2014/15 BUDGET Proposals	VARIANCE to Previous Year	INCOME	2013 / 14 BUDGET Approved Dec 2012	ACTUAL to 23 Nov 2013	PROJECTED TO END MARCH 2014	2014/15 BUDGET Proposals	VARIANCE to Previous Year
Petty Cash	200		200	200	200	160	200		200							
Telephone/Broadband	700		700	700	700	369.92	600		600	-100						
Stationery & Misc.	450		450	450	450	318.46	400	50	450							
Photocopying	450		450	450	450	406.75	450	-	450							
Lone Worker Alarm	150		150	150	150	108.95	150	-	160	10						
Computer & software	400		400	400	400	108.25	300	100	300	-100						
	2350		2350	2350	2350	1472.33	2,100	150	2,160	-190						
Council Running Costs																
Audit etc.	1800		1800	1800	1800	1200	1,200	600	1,500	-300	Recovered VAT	9000	3801	9000	9000	
Internal Auditors Fee	200		200	200	200	150	150	50	200		Wayleaves		45	45	45	45
Elections	700		700	700	700		700	-	700		Interest on A/Cs	20	4	20	20	
Fees (Legal)	1000		1000	1000	1000	296	1,000	-	1,000		Hereford and Worcester A/C	10		10	10	
Memberships CALC/SLCC	1200		1200	1200	1200	1176.94	1,200	-	1,200							
Training Courses	500		500	500	500		-	500	500							
Travel Allowances	200		200	200	200		-	200	200							
Insurance (all buildings)	8000		8000	5500	5500	5270.51	5,271	229	5,500							
Employers Nat.Ins	4500		4500	4500	4500	2067.53	4,500	-	4,500							
	18100		18100	15600	15600	10160.98	14,021	1,579	15,300	-300						
Community Services																
Street Lighting	2500		2500	2500	2500	1101.47	2,500	-	2,500							
Car Park Maintenance (SINK Fund)	4000		4000	4000	4000		4,000	-		-4,000						
Bus shelter, maintenance/cleaning	400		400	400	400	48	200	200	400							
Hanging Baskets	1000	918	1000	1000	1918	1813.5	1,814	105	1,000		Hanging Baskets		1,089.00	1089	1000	1,000
	7900	918	7900	7900	8818	2962.97	8,514	305	3,900	-4,000						
Donations																
Tenbury in Bloom	150		150	150	150	150	150	-	150							
Tenbury Tourism	350		350	350	350	350	350	-	350							
Tenbury CAB				1000	1000	1000	1,000	-	1,000							
Tenbury CoT Christmas Lights				500	500	500	500	-	500							
	500		500	2000	2000	2000	2,000	-	2,000							
Promotion																
Advertising	1000		1000	1000	1000	439	850	150	1,000							
Web Site/Digital Screen	300		300	300	300		150	150	150	-150						
	1300		1300	1300	1300	439	1,000	300	1,150	-150						
Loans																
Public Works Loan Board(all loans)	4500		4500	4500	4500	1978.79	3,958	542	3,950	-550						
	4500		4500	4500	4500	1978.79	3,958	542	3,950	-550						
Payback Schemes																
Lengthsman	3000		3000	3000	3000	1465	3,000	-	3,000		Lengthsman	3000	1255	3000	3000	
Footpaths	500		500	500	500		500	-	500		Footpaths	500		500	500	
Rate Relief	300		300	300	300		144	156	150	-150	Rate Relief	300	144	150	150	-150
	3800		3800	3800	3800	1465	3,644	156	3,650	-150						
	38450	918	38450	37450	38368	20479.07	35,237	3,032	32,110	-5,340						
Contingency Fund	1000		1000	1000	1000	606.62	1,000	-	1,000							
ADMIN SUB TOTAL	39450	918	39450	38450	39368	21085.69	36,237	3,032	33,110	-5,340						
WAGES/ALLOWANCES																
Civic Function Fund	1500		1500	1500	1500	559	1,500	-	1,500							
SALARIES	60000		60000	60000	60000	40634.94	60,000	-	60,000							
WAGES/ALLOWANCES TOTAL	61500		61500	61500	61500	41193.94	61,500	-	61,500							
ADMIN GRAND TOTAL	100950	918	100950	99950	100868	62279.63	97,737	3,032	94,610	-5,340	ADMIN GRAND TOTAL	12,830.00	5,249.00	13814	13725	895

-6%

Area	2013/14	2014/15	Total to 2014/15	Target	Percent of Target in 2014- 15	Years to target
Pump Rooms		4000	4000	20000	20%	4
Regal	2500	4000	6500	20000	33%	3
Tennis Courts		2000	2000	20000	10%	9
Palmers Car Park	4000	4000	8000	15000	53%	2
TOTALS	6500	14000	20500	75000		
Wedding License		500	500	2000	25%	3
Election Costs	700	700	1400	2800	50%	2
Car Park Lines		1000	1000	1000	100%	
Pavilion		2000	2000	15000	13%	7
Changing Rooms		1000	1000	10000	10%	9
Play Area	2000	2000	4000	20000	20%	8
Skate Park		2000	2000	20000	10%	9
Honeycomb Grid		2000	2000	7000	29%	3
		9000	11000	72000		

Appendix B

Tenbury Town Council - Prices and Charges

	2014/15 <i>Proposed</i>	2013/2014	2012/2013	2011/2012
TENNIS COURTS FEES				
ADULT per Hour	£ 2.00	£ 2.00	£ 2.00	£ 2.00
16 years and under per Hour	£ 1.00	£ 1.00	£ 1.00	£ 1.00
BOWLING GREEN FEES				
ADULT per Hour	£ 2.00	£ 2.00	£ 2.00	£ 2.00
Palmers Meadow				
May Fair	£ 735.00	£ 735.00	£ 735.00	£ 735.00
Overflow Car Park Car Boot	£ 40.00	£ 40.00	£ 40.00	£ 40.00
One Off Pitch Hire 2 hours	£ 20.00	£ 20.00	£ 20.00	
The Burgage				
Events charging an entrance fee eg. Bonfire or Applefest	£ 110.00	£ 110.00	£ 110.00	£ 107.00
Car Boot	£ 160.00	£ 160.00	£ 160.00	£ 160.00
TENBURY CEMETERY				
Residents of Tenbury Wells				
Erection of headstone	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Interment in Existing Grave Space	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Interment in New Grave Space	£ 90.00	£ 90.00	£ 90.00	£ 90.00
Non- residents of Tenbury Wells				
Erection of headstone	£ 70.00	£ 70.00	£ 70.00	£ 70.00
Interment in Existing Grave Space	£ 70.00	£ 70.00	£ 70.00	£ 70.00
Interment in New Grave Space	£ 160.00	£ 160.00	£ 160.00	£ 160.00
Caravans per Night				
per Van under 5 caravans	£ 10.00	£ 10.00	£ 10.00	£ 10.00
per Van over 5 caravans	£ 8.00	£ 8.00	£ 8.00	£ 8.00
Tents	£ 5.00	£ 5.00	£ 5.00	£ 5.00
The Pump Rooms				
Hour Rate	£ 10.00	£ 10.00	£ 10.00	£ 12.00
2 hours	£ 9.00	£ 9.00	£ 9.00	
Half Day per hour (4 hours)	£ 8.00	£ 8.00	£ 8.00	
Day Rate per hour (8 hours)	£ 7.00	£ 7.00	£ 7.00	
Wedding (Half Hour Slot) Main Room and Back Room	£ 50.00	£ 50.00	£ 50.00	£ 40.00

Appendix C

Tenbury Town Council Bank Accounts Summary as at 25/11/2013

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 October Statement	35.69	6802.02	59022.75	12400.52	18384.94	946.83	97592.75
Closing balance per November Statement (cash at bank and in hand)	25.24	1242.89	59026.74	12401.76	10212.2	946.83	83855.66
							-13737.09

TOTAL PAYMENTS FOR NOVEMBER £ 22,253.00

Employment Costs for November NB Not yet cleared accounts £ 5,523.97

Payments due in November £ 16,729.03

CLEARED ACCOUNTS £ 8,654.73 HLF = £ 6,840.90

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Issued	Cleared
G-Force Services		8 hours general maintenanc	90.00		90.00	100194	25/10	25/10
The Range		Boxes, Frames etc	91.58	15.26	76.32	100195	28/10	31/10
Amazon.co.uk		Various Blu-ray Editions The	121.45	14.6	106.85	100195	28/10	31/10
Maplin	IA714131	Boombox Speaker	159.99	26.66	133.33	100195	28/10	31/10
Amazon.co.uk		2 x Duronic Floor Projector !	154.25		154.25	100195	28/10	31/10
Amazon.co.uk		Toshiba Notebook & Carry f	408.24	68.03	340.21	100195	28/10	31/10
Sarah Fellows		Mileage Claim for Sarah Fell	199.79		199.79	100195	28/10	31/10
IKEA Business Accounts	141319807	Regal - various finger puppe	165.60	27.6	138.00	100196	07/11	13/11
Teme Valley Times	TVT 41013	Regal - Advert Nov issue (pu	20.00	3.33	16.67	100199	07/11	15/11
Jovian Media Ltd	59	25% Regal Cinema film proje	2535.00	422.5	2112.50	100201	07/11	13/11
Jovian Media Ltd	60	Mistletoe Reels video traini	2400.00	400	2000.00	100201	07/11	13/11
Stephen Butler	101	Recording/mixing Audio Clip	495.00	0	495.00	100202	07/11	22/11
UK Fuels Ltd	1277123	Annual Card Charge	7.20	1.2	6.00	102060	06/11	12/11
Royal British Legion		Remembrance Day Wreath	23.00	0	23.00	102061	07/11	12/11
Herefordshire Housing Limited	SIAL/00004561	Community Alarm Monitori	26.65	0	26.65	102062	07/11	19/11
Advantage Business Supplies Ltd	OZ5254	Yellow Quick Notes & Stora	31.30	5.21	26.09	102064	07/11	14/11
Mr M Morris	41571	Dealing with 2 Wasp Nests c	80.00	0	80.00	102065	07/11	14/11
G.E. Bright Electrical	47352	Flourescent Tubes & 60w La	16.90	2.83	14.07	102066	07/11	14/11
Regal Tenbury Trust Ltd	207	Hire of Function Room & Kit	102.00	17	85.00	102067	07/11	14/11
Mr C. Bunn		Lengthsman for October	210.00	0	210.00	102068	07/11	13/11
DFP (UK) Ltd	1986	1 screen for October - Dece	108.00	18	90.00	102069	07/11	25/11
Adrian Hope Tree Services	8287	General Health & Condition	240.00	40	200.00	102070	07/11	13/11
British Gas Business	64866291/1 & 292/1	Electricity - Sports Changing	147.73	7.03	140.70	102072	18/11	22/11
British Gas Business	64405844/1	Gas - Pump Rooms	22.87	1.14	21.73	DD	28/10	28/10
Barclays		Bank Charges - 13218023	20.84	0	20.84	DD	04/11	04/11
Barclays		Bank Charges - 63885143	10.92	0	10.92	DD	04/11	04/11
Mainstream Digital Ltd	592130	Call Charges 01/10/2013 - 3	22.42	3.74	18.68	DD	14/11	14/11
Malvern Hills District Council	120026651	Rates Palmers Car Park	416.00	0	416.00	DD	15/11	15/11
Malvern Hills District Council	101107255	Rates Pavilion Burgage	32.00	0	32.00	DD	15/11	15/11
Malvern Hills District Council	120048559	Rates Pump Rooms	296.00	0	296.00	DD	15/11	15/11

NOT YET CLEARED ACCOUNTS £ 8,074.30 HLF = £ 4,180.40

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Issued	Cleared
Elias Topping Wilkes		Phase One - Under payment	158.20		158.20	100197	07/11	
Herefordshire & Worcestershire	SIN053815	New Membership - 01/10/2	144.00	24	120.00	100198	07/11	
Dawn Worgan		Mileage Claim for Dawn Wo	34.71		34.71	100200	07/11	
Saxoprint	103B00113070	Post Cards	112.77	18.79	93.98	100203	26/11	
Easy Art	EN-178593	Art Work	186.30		186.30	100203	26/11	
Instant Print	263757	Posters	94.99	15.83	79.16	100203	26/11	
CPC		Torch	3.60	0.6	3.00	100203	26/11	
CPC		Christmas Lights	219.49	36.58	182.91	100203	26/11	
The Range		Frames etc.	175.93		175.93	100203	26/11	
IJT Direct	4079484U	1 Dell Printer with 3 Toners	248.35	41.39	206.96	100203	26/11	
Green Magic Co Ltd	63790	Frames for the Regal	220.20	36.7	183.50	100203	26/11	
Office Furniture Online		Lockable Storage Cabinets	294.00	49	245.00	100203	26/11	
Just Wipe	SF03QR20016645	Oilcloth roll	154.99	25	129.99	100203	26/11	
Amazon.co.uk		LCD Portable Projector	386.99	64.5	322.49	100203	26/11	
Amazon.co.uk		Headphones - School	29.98	0	29.98	100203	26/11	
Big Print Shop		Exhibition panels and interp	224.78	37.46	187.32	100203	26/11	
G-Force	41577	Heritage item Installation	100.00	0	100.00	100206	26/11	
Baileys DIY Ltd	2157	Barrier Mat for front lobby	10.99	1.83	9.16	102063	07/11	
Amazon.co.uk	169714	Received 11/10/2013 Garde	188.96	31.49	157.47	102063	07/11	

Orange		Mobile Top up for Sarrah Fe	10.00	1.67	8.33	102071	07/11
MTM Contracting Ltd	41589	Mowing Kyre Banks & Bowli	3333.25	555.55	2777.70	102073	26/11
Advantage Business Supplies Ltd	11/108314	Pens, Duplicate Book & Pun	14.70	2.45	12.25	102074	26/11
Advantage Business Supplies Ltd	11/108313	A4 Pioneer Paper	17.94	2.99	14.95	102074	26/11
West Mercia Supplies	9373738	Photocopies 11/06/13 - 29/	89.14	14.86	74.28	102075	26/11

NOT YET CLEARED ACCOUNTS cont.

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Issued	Cleared
West Mercia Supplies	9437357	Photocopier Lease 13/11/11	108.36	18.06	90.30	102075	26/11	
G.E. Bright Electrical	47497	Football Changing Rooms - 1	213.24	35.54	177.70	102076	26/11	
J. G. Banfield & Sons Limited	4391	Trimmerline, Keys & Padloc	76.99	12.83	64.16	102077	26/11	
NJS Heating Services Ltd	41593	Pump Rooms Boiler Servicing	98.40	16.4	82.00	102078	26/11	
Norris & Miles Solicitors	909/13	Charges for Licence Agreem	355.20	59.2	296.00	102079	26/11	
Severn Trent Water Ltd	3850140649	Water Changing Rooms 10/1	57.50	0	57.50	102080	26/11	
C.Holloway Engineering	2064	Repair to Tennis Courts & S	530.00		530.00	102081	26/11	
Steve Parker		Works to Outside Lights at F	65.50	0	65.50	102082	26/11	
The Stencil Warehouse Ltd	77	Dog Fouling Stencils	29.50	4.92	24.58	102083	26/11	
Graff City		Chalk Spray Paint	37.45	7.6	29.85	102083	26/11	
Bannerquest		Dog Fouling Banners	47.90	0	47.90	102083	26/11	

Approval for payments due in DECEMBER

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	15/12
Malvern Hills District Council	101107255	Rates Pavilion Burgage	32.00	0.00	32.00	DD	15/12
Malvern Hills District Council	120048559	Rates Pump Rooms	296.00	0.00	296.00	DD	15/12
Barclays		Bank Charges - 13218023	25.74	0.00	25.74	DD	04/12
Barclays		Bank Charges - 63885143	10.22	0.00	10.22	DD	04/12
Public Works Loan Board		Bi Annual Loan Repayment	1,978.79	0.00	1978.79	DD	12/12

CURRENTLY OUTSTANDING FOR DECEMBER

£ 2,758.75