

## TENBURY TOWN COUNCIL 2013/14 FS05

You are summoned to the **FINANCE AND STAFFING GROUP** meeting to be held on **Monday 27<sup>th</sup> January 2014 at 7:20 pm** in the Pump Rooms, Teme Street, Tenbury Wells

**PRESENT:** Cllr G. Price (Mayor), Cllr M. Willis (Chair), Cllr E. Weston (Deputy Chair)

Cllr S. Bowkett, Cllr S. Corfield Cllr J. da Costa, Cllr E. Hudson, Cllr J. Morgan

**IN ATTENDANCE:** Town Clerk

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

None

### **5.2 Declarations of Interest.**

None

### **5.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 25<sup>th</sup> November 2013.**

The Minutes of the previous meeting held on 25th November 2013 were approved and signed by the Chairman as a true and correct record of proceedings.

### **5.4 To review the budget for the year and the Council's financial position to date.**

Attached Appendix A

**RESOLVED** that the budget position to date be approved.

### **5.5 To approve the Monthly Accounts for January 2014 and the Outstanding Accounts for February 2014 for recommendation to Full Council.**

Appendix B.

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

### **5.6 To consider the sums set aside in reserves and how these should be allocated to projects.**

Members considered the amounts currently held in the reserves account (£47,985.22 at 27/01/14) and the items which were to be covered. They felt that further updates on the various projects which were to be undertaken were necessary before deciding how the reserves should be allocated. It was agreed that £3500 to be taken from reserves to cover the works required at the Regal.

**RESOLVED** that £3500 be immediately allocated to cover expenditure at the Regal and that an update on projects be given at Full Council so that the next Finance committee could consider how funding should be allocated.

### **5.7 To consider whether further funds should be borrowed (from the Public Works Loans Board) by this Council to complete projects.**

Members considered the rules for borrowing and the steps necessary to secure funds in this way. They felt that it would be a more sensible use of public funds to borrow a lump sum and budget for repayments over subsequent years. Funds had already been allocated to save towards large projects but rather than wait a long time to save enough and risk not having enough due to rising costs it would be better to borrow and pay back meaning that projects could be completed much sooner and that Council would be able to match fund toward any grant applications.

**RESOLVED** that Members would recommend obtaining funds by borrowing once projects had been approved.

### **5.8 To consider the any further recommendations from NALC or WCALC before submitting the 2014/15 Precept request to MHDC in light of any changes to Central Government approach in this regard.**

Central Government would not make any final pronouncement until well into February and the Precept request had to be made by 31<sup>st</sup> January. According to NALC the best guess was that any capping on Town or Parish precepts would not apply until a threshold of £160 -£170 was reached for Band D. The TTC Band D rate based on agreed precept request will be £116 per household for 2014/15.

**RESOLVED** that the Precept request as agreed in December be submitted to MHDC without further delay.

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**TENBURY TOWN COUNCIL 2013/14 FS05**

**5.9 Correspondence.**

- HM Revenue & Customs – Notification that PAYE scheme payments would need to be made by bank transfer with effect from April 2014. The Clerk noted that while changes were being discussed in Parliament this was technically still legally impossible for the Town Council under current legislation. Hopefully the situation would change in time to allow the Council to comply with HMRC requirements.
- Relief Groundsman resignation – The Relief Groundsman had handed in a resignation with immediate effect due to increased workload in his new business. The Clerk would advertise for a replacement as soon as possible. Members requested that a letter of thanks be sent to Mr Ryan Parkes wishing him well in his new venture.

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

None

Meeting closed at 8:45 pm

Signed .....

Dated .....

PREMISES								PREMISES				
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget 04/10/13	Carried over From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2013-14	2013-14	2013-14	2013-14	Jan-14	Feb-14			2013-14	Jan-14	Feb-14	
<b>Property Running Costs</b>												
<b>Pump Rooms</b>								<b>Pump Rooms</b>				
Gas	2000	2000		2000	646.76	646.76	32%	Bookings	5600	2,355.50	2,355.50	42%
Electricity	660	660	300	960	810.82	810.82	84%					
Water	300	300		300								
Rates	3100	3100		3100	2,956.80	2,956.80	95%					
Building Maintenance	2000	2000	600	2600	407.87	407.87	16%					
Fire Extinguishers/Alarm	600	600		600	398.44	398.44	66%					
Electrical Maintenance/Checks	200	200	345	545	116.45	116.45	21%					
Boiler Maintenance	200	200		200	82.00	82.00	41%					
Cleaning Materials/Disposables	50	50		50	33.36	33.36	67%					
Fountain/Bath Restoration incl Reserv	500											
Wedding License	500	500		500	500.00	500.00	100%					
	<b>10110</b>	<b>9610</b>	<b>1245</b>	<b>10855</b>	5952.50	5952.50	55%		5600	2355.50	2355.50	42%
<b>Regal</b>								<b>Regal &amp; C.Centre</b>				
Building Maintenance	1500	1500	3500	5000	1,761.78	4,054.78	81%					
On going support fund	2500	2500		2500	2,500.00	2,500.00	100%	Rent	4400	4,033.00	4,400.00	100%
RTT Grant Donation	10000	10000		10000	10,000.00	10,000.00	100%					
	<b>14000</b>	<b>14000</b>	<b>3500</b>	<b>17500</b>	14261.78	16554.78	95%		4400			
<b>Pavilion &amp; Groundsmans Shed</b>												
Electricity	1100	1100		1100	373.64	373.64	34%					
Water	200	200		200	90.72	90.72	45%					
Rates	400	400		400	323.40	323.40	81%					
Building Maintenance	500	500	200	700	685.67	685.67	98%					
Electrical Maintenance	300	300	160	460	452.92	452.92	98%					
Pavilion Roof Maintenance	1000	1000		1000								
	3,500.00	<b>3,500.00</b>	<b>360.00</b>	<b>3,860.00</b>	1,926.35	1,926.35	50%					
<b>Changing Rooms</b>												
Electricity	550	550		550	377.41	377.41	69%	Changing Rooms Meter	400	160.00	160.00	40%
Water	200	200		200	112.02	112.02	56%					
Building Maintenance	250	250	250	500	492.70	492.70	99%					
Electrical Maintenance	150	150		150	129.00	129.00	86%					
	<b>1,150.00</b>	<b>1,150.00</b>	<b>250.00</b>	<b>1,400.00</b>	1,111.13	1,111.13	79%		400			
<b>Old Mortuary</b>												
Building Maintenance	1000	1000		1000	774.82	774.82	77%	Mortuary Rent	150			
Old Mortuary Renovation	2000	2000		2000	2,000.00	2,000.00	100%					
	<b>3,000.00</b>	<b>3,000.00</b>	-	<b>3,000.00</b>	2,774.82	2,774.82	92%		150			
	<b>31,760.00</b>	<b>31,260.00</b>	<b>5,355.00</b>	<b>36,615.00</b>	<b>26,026.58</b>	<b>28,319.58</b>	77%					
<b>Contingency Fund</b>	1000	1000		1000	3.00							
<b>PREMISES TOTAL</b>	<b>32,760.00</b>	<b>32,260.00</b>	<b>5,355.00</b>	<b>37,615.00</b>	26,029.58	28,319.58	75%	<b>PREMISES TOTAL</b>	10550	6549	6916	66%

AMENITIES								AMENITIES				
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget	Carried over From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2013-14	2013-14	2013-14	2013-14	Jan-14	Feb-14			2013-14	Jan-14	Feb-14	
<b>Property Running Costs</b>												
<b>Bowling Green</b>												
Treatment & Scarifying	1500	1500		1500	120.00	120.00	8%	Bowling Club	550	550.00	550.00	100%
								Bowling League	550	550.00	550.00	100%
								Pay per Use Fees				
	<b>1,500.00</b>	<b>1,500.00</b>	-	<b>1,500.00</b>	120.00	120.00	8%		1100	<b>1,100.00</b>	<b>1,100.00</b>	100%
<b>Tennis Courts</b>												
Repair & Resurface	1000	4000		4000	2,007.08	2,007.08	50%	Tennis Club Fees	939	<b>963.00</b>	<b>963.00</b>	103%
Tennis Court Path	500	500	<b>250.00</b>	750				Pay per Use Fees	250	<b>88.20</b>	<b>88.20</b>	35%
	<b>1,500.00</b>	<b>4,500.00</b>	<b>250.00</b>	<b>4,750.00</b>	2,007.08	2,007.08	42%		1189	1,051.20	1,051.20	88%
<b>Burgage</b>												
Grass Cutting	1900	1900		1900	1,868.85	1,868.85	98%	Bonfire	120			
Kyre Bank Strimming	800	800		800	300.00	300.00	38%					
Play Area	500	500		500				Car Boot Sales	600	<b>600.00</b>	<b>600.00</b>	100%
Shrubs & Flowers	500	500		500								
Japanese Knotweed	500	500		500	500.00	500.00	100%					
Premises License	100	100		100								
Honeycomb Grid for Access	2000											
New Play Area Fund	2000	2000		2000	2,000.00	2,000.00	100%		720	<b>600.00</b>	<b>600.00</b>	83%
	<b>8,300.00</b>	<b>6,300.00</b>	-	<b>6,300.00</b>	2,668.85	2,668.85	42%					
<b>Palmers</b>								Football Club	967	<b>241.75</b>	<b>241.75</b>	25%
Grass Cutting	1900	1900		1900	1868.85	1868.85	98%	Rugby Club	600	<b>299.00</b>	<b>299.00</b>	50%
Hedge Cutting	100	100		100	50.00	50.00	50%	May Fair	735	<b>735.00</b>	<b>735.00</b>	100%
Car Park Rates	4300	4300		4300	4158.00	4158.00	97%	Scout Hut	5	<b>5.00</b>	<b>5.00</b>	100%
Repainting of Carpark Lines	1000	1000		1000				Skip Rent, annual.		<b>450.00</b>	<b>450.00</b>	
	<b>7,300.00</b>	<b>7,300.00</b>	-	<b>7,300.00</b>	6,076.85	6,076.85	83%		2307	<b>1,730.75</b>	<b>1,730.75</b>	75%
<b>General Costs</b>												
Groundsman Tools	300	300	100	400	315.15	315.15	79%	Cemetery charges	200	<b>300.00</b>	<b>300.00</b>	150%
Petrol/Diesel	300	300		300	118.18	118.18	39%					
Maintenance of Equipment	600	600		600	510.37	510.37	85%					
Maintenance Costs	1000	1000		1000	770.55	770.55	77%					
Tree Work	2000	2000	3000	5000	4,100.00	4,100.00	82%					
Groundsman Training	700	700		700	700.00	700.00	100%		200	<b>300.00</b>	<b>300.00</b>	150%
	<b>4,900.00</b>	<b>4,900.00</b>	<b>3,100.00</b>	<b>8,000.00</b>	6,514.25	6,514.25	81%					
									5516	<b>4,781.95</b>	<b>4,781.95</b>	106%
	<b>23,500.00</b>	<b>24,500.00</b>	<b>3,350.00</b>	<b>27,850.00</b>	<b>17,387.03</b>	<b>17,387.03</b>	62%					
<b>Contingency Fund</b>	1000	1000	1587.50	2587.5	1,657.50	1,657.50	64%					
<b>AMENITIES TOTAL</b>	<b>24,500.00</b>	<b>25,500.00</b>	<b>4,937.50</b>	<b>30,437.50</b>	19,044.53	19,044.53	63%	<b>AMENITIES TOTAL</b>	5516	<b>4,781.95</b>	<b>4,781.95</b>	106%

ADMINISTRATION				ADMINISTRATION				ADMINISTRATION				
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget	Carried over From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2013-14	2013-14	2013-14	2013-14	Jan-14	Feb-14			2013-14	Jan-14	Feb-14	
Petty Cash	200	200		200	160.00	160.00	80%					
Telephone/Broadband	700	700		700	503.28	509.28	73%					
Stationery & Misc.	450	350		450	334.02	334.02	74%					
Photocopying	450	550		450	534.67	534.67	119%					
Lone Worker Alarm	150	150		150	135.60	135.60	90%					
Computer & software	400	400		400	184.58	184.58	46%					
	<b>2350</b>	<b>2350</b>		<b>2350</b>	1852.15	1858.15	79%					
<b>Council Running Costs</b>												
Audit etc.	1800	1800		1800	1,200.00	1,200.00	67%	Recovered VAT	9000	3,801.34	3,801.34	42%
Internal Auditors Fee	200	200		200	150.00	150.00	75%	Wayleaves		55.24	55.24	
Elections	700	700		700	700.00	700.00	100%			5.00	5.00	
Fees (Legal)	1000	1000		1000	796.00	796.00	80%	Interest on A/Cs	20	4.30	4.30	22%
Memberships CALC/SLCC	1200	1200		1200	1,201.94	1,201.94	100%	Hereford and Worcester A	10			
Training Courses	500	500		500		75.00						
Travel Allowances	200	200		200								
Insurance (all buildings)	8000	5500		5500	5,270.51	5,270.51	96%					
Employers Nat.Ins	4500	4500		4500	3,106.57	3,106.57	69%					
	<b>18100</b>	<b>15600</b>		<b>15600</b>	12425.02	12500.02	80%		9030	3865.876	3865.876	43%
<b>Community Services</b>												
Street Lighting	2500	2500		2500	1,656.21	1,656.21	66%					
Car Park Maintenance (Long term)	4000	4000		4000	4,000.00	4,000.00	100%					
Bus shelter, maintenance/cleaning	400	400		400	48.00	48.00	12%					
	<b>6900</b>	<b>6900</b>		<b>6900</b>	5704.21	5704.21	83%					
<b>Donations</b>												
Tenbury in Bloom	150	150		150	150.00	150.00	100%					
Tenbury Tourism	350	350		350	350.00	350.00	100%					
Tenbury CAB		1000		1000	1,000.00	1,000.00	100%					
Tenbury CoT Christmas Lights		500		500	500.00	500.00	100%					
Tenbury NILS		500		500	500.00	500.00	100%					
	<b>500</b>	<b>2500</b>		<b>2500</b>	<b>2500</b>	<b>2500</b>	100%					
<b>Promotion</b>												
Advertising	1000	1000		1000	854.33	1,052.33	105%					
Web Site/Digital Screen	300	300		300		150.00	50%					
	<b>1300</b>	<b>1300</b>		<b>1300</b>	854.33	1,202.33	92%					
<b>Loans</b>												
Public Works Loan Board(all loans)	4500	4500		4500	3,957.58	3,957.58	88%					
	<b>4500</b>	<b>4500</b>		<b>4500</b>	3957.58	3957.58	88%					
<b>Payback Schemes</b>												
Lengthsman	3000	3000		3000	1,890.00	1,890.00	63%	Lengthsman	3000	1,465.00	1,465.00	49%
Footpaths	500	500		500				Footpaths	500			
Rate Relief	300	300		300				Rate Relief	300	144.24	144.24	48%
	<b>3800</b>	<b>3800</b>		<b>3800</b>	1890	1890	50%		3800	1609.24	1609.24	42%
Hanging Baskets	1000	1000	918	1918	1,813.50	1,813.50	95%	Hanging Baskets	1000			
	<b>1000</b>	<b>1000</b>	<b>918</b>	<b>1918</b>	<b>1813.5</b>	<b>1813.5</b>	95%					
	<b>38,450.00</b>	<b>37,950.00</b>	<b>918.00</b>	<b>38,868.00</b>	30,996.79	31,425.79	81%					
<b>Contingency Fund</b>	1000	1000		1000	715.93	927.36	93%		12830	5,475.12	5,475.12	43%
ADMIN SUB TOTAL	<b>39,450.00</b>	<b>38,950.00</b>	<b>918.00</b>	<b>39,868.00</b>	31,712.72	32,353.15	81%					

EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget	Carried over From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	% of Budget Reached TO DATE					
	2013-14	2013-14	2013-14	2013-14	Jan-14	Feb-14			12830	5,475.12	5,475.12	43%
								<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	% of Budget Reached TO DATE
									2013-14	Jan-14	Feb-14	
<b>WAGES/ALLOWANCES</b>												
Mayors Allowance	1500	1500		1500	591.00	591.00	39%					
SALARIES	60000	60000		60000	52,102.35	56,451.76	94%					
HLF Salaries	21000	21000		21000	13,896.44	13,896.44	66%					
WAGES/ALLOWANCES TOTAL	<b>61500</b>	<b>61500</b>		<b>61500.00</b>	52693.35	57042.76	93%					
<b>ADMIN GRAND TOTAL</b>	<b>100,950</b>	<b>100,450</b>	<b>918</b>	<b>101,368.00</b>	84,406.07	89,395.91	88%					
<b>OVERVIEW</b>								<b>OVERVIEW</b>				
				Total Budgeted Spend								
		Re Forecast Budget						<b>PRECEPT</b>	129314	<b>129,314.00</b>	<b>129,314.00</b>	100%
<b>TOTALS</b>	2013/14	2013/14	2013/14	2013/14	Actual	Actual	% of Budget Reached TO DATE					% of Budget Reached TO DATE
<b>EXPENDITURE</b>	<b>BUDGET</b>	<b>BUDGET</b>		<b>BUDGET</b>	Jan-14	Feb-14		<b>Year End Projected Balance Unreceived</b>	% of Budget Reached TO DATE	Actual	Actual	% of Budget Reached TO DATE
										Jan-14	Feb-14	
PREMISES	32760	32,260.00	5355	37615	26,029.58	28,319.58	75%	PREMISES	10550	<b>6,548.50</b>	<b>6,915.50</b>	66%
AMENITIES	24500	25,500	4937.5	30438	19,044.53	19,044.53	63%	AMENITIES	5516	<b>4,781.95</b>	<b>4,781.95</b>	106%
ADMINISTRATION	100950	100,450	918	101368	84,406.07	89,395.91	88%	ADMINISTRATION	12830	<b>5,475.12</b>	<b>5,475.12</b>	43%
SUBTOTAL	158210	158210	11211	169421	129,480.18	136760.02	81%	SUBTOTAL	28896	16806	17173	62%
PRECEPT								PRECEPT	129314	129314	129314	100%
TOTAL	158210	158210	11211	169421	129,480	136760.02	81%	GRAND TOTAL	158210	<b>146119.566</b>	<b>146486.566</b>	93%

HLF incl Salaries

#REF!

# Tenbury Town Council Bank Accounts Summary as at

24/01/2014

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 December Statement	25.24	4863.40	20349.39	47985.22	20894.52	946.83	95064.60
Closing balance per January Statement (cash at bank and in hand)	0.50	3738.93	14349.39	47985.22	9793.12	946.83	76813.99
							-18250.61

**TOTAL PAYMENTS FOR JANUARY £ 25,129.86**

**Employment Costs for JANUARY NB Not yet cleared accounts £ 4,349.41**

**Payments due in JANUARY £ 20,780.45**

**CLEARED ACCOUNTS** 16345.35 HLF = £ 8,440.00

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Issued	Cleared
Teme Valley Times	TVT42006	Mini Cinemonkeys Ad 2014	160.00	0	160.00	100215	08/01	23/01
SDA Associates	K013	Evaluation Report	8280.00	1380	6900.00	100216	08/01	21/01
Malvern Hills District Council	120026651	Rates Palmers Car Park	416.00	0	416.00	DD	15/01	15/01
Malvern Hills District Council	101107255	Rates Pavilion Burgage	32.00	0	32.00	DD	15/01	15/01
Malvern Hills District Council	120048559	Rates Pump Rooms	296.00	0	296.00	DD	15/01	15/01
Barclays		Bank Charges - 13218023	28.50	0	28.50	DD	04/01	09/01
Barclays		Bank Charges - 63885143	14.85	0	14.85	DD	04/01	09/01
Mainstream Digital Ltd	601377	call charges 2/12/13 -27/12/	5.43	0.9	4.53	DD	16/01	16/01
Mainstream Digital Ltd	601378	Quarterly rental	64.76	10.79	53.97	DD	16/01	16/01
Npower		Pump Rooms Electric	206.26	9.82	196.44	dd	10/01	10/01
Orange		Groundsmans Phone 24/12	7.20	1.2	6.00	dd	10/01	10/01
G.E. Bright Electrical	47803	Outside Light repairs Pump f	40.68	6.78	33.90	102099	13/01	16/01
G.E. Bright Electrical	47884	Bulkheadlight for Groundsm	41.46	6.91	34.55	102099	13/01	16/01
Herefordshire Fire Protection Sei T160		Service of Fire Extinguishers,	44.20	7.37	36.83	102100	13/01	21/01
MTM Contracting Ltd		1 extra cut of grass.	195.00	32.5	162.50	102101	13/01	17/01
Advantage Business Supplies Ltd 11/111666		Pack of 110 white Labels	10.29	1.71	8.58	102102	13/01	21/01
British Gas		Mortuary Electric 24/10-30	30.26	1.44	28.82	102103	13/01	15/01
Herefordshire Housing	SIAL/00006198	Clerk Alarm	26.65	0	26.65	102104	13/01	21/01
C Bunn	Dec	Lengthsman December 13	215.00	0	215.00	102105	13/01	21/01
Tenbury NILS		Donation	500.00	0	500.00	102107	13/01	20/01
RPS Grounds Maintenance	308	Repairs to Vandalised PicNic	351.00	0	351.00	102108	13/01	20/01
West Mercia Supplies	9508005	Photocopies 29/08/13 - 3/1	153.50	25.58	127.92	102109	13/01	22/01
Owen Garrard	20	Treatment of Japanese Knot	500.00	0	500.00	102110	13/01	17/01
HMRC	Q3	Q3 NICS & TAX Oct to Dec 2	4726.31	0	4726.31	102111	13/01	15/01

**NOT YET CLEARED ACCOUNTS** £ 4,435.10 HLF = £ 3,065.82

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Issued	Cleared
Black Box AV	1247	Pyramid Telephone Audio Pt	1151.40	191.9	959.50	100214	24/01	
printed.com	PDC00133208	Regal Story Book	381.42	0	381.42	100217	24/01	
WMS		WMS resource order	137.40	22.9	114.50	100217	24/01	
North Walsham Signs		Extra wall stickers	103.22		103.22	100217	24/01	
Big Print Shop		Window banners	97.61	16.27	81.34	100217	24/01	
CPC		Museum monitor mount	31.98	5.33	26.65	100217	24/01	
Amazon.co.uk		OH Projector mount	40.83	8.17	32.66	100217	24/01	
Amazon.co.uk		Craft supplies for CineMonk	47.60		47.60	100217	24/01	
Amazon.co.uk		Films for film list	14.37	0.59	13.78	100217	24/01	
Green Magic Co Ltd		A3 / Quad poster frames / A	287.64	47.94	239.70	100217	24/01	
Office Furniture Online		Leaflet carousel	366.00	61	305.00	100217	24/01	
Sign-rite		Interpretation vinyl sign	58.00		58.00	100217	24/01	
Photobox		Photograph book of restorat	348.35	0	348.35	100217	24/01	
Bromsgrove District Council		Bromsgrove Mayor Chairty f	32.00	0	32.00	102112	17/01	
Npower Ltd		Footway Lighting D2d & D2r	660.58	105.84	554.74	102113	22/01	
British Gas		Pump Rooms Gas	301.73	14.38	287.35	dd	10/01	
Flowers at Number One		Flowers for HAO	30.00	0	30.00	102106	13/01	
J. G. Banfield & Sons Limited		Gloss & Undercoat	22.00	3.66	18.34	102114	24/01	
Jaytee Publicity		Adverts in Tenbury Wells To	214.00	0	214.00	102115	24/01	
Aspli Safety Ltd		Mesh Visor with Ear Defend	47.82	7.97	39.85	102116	24/01	
Indigo E-Commerce Ltd		Safety Wellies, Boots & Trou	61.15	1.64	59.51	102116	24/01	

**Approval for payments due in FEBRUARY**

Payee	Invoice No:	Ref	Total	VAT	NETT	Cheque No:	Due
Orange		Groundsmans Phone 24/12	7.20	1.2	6.00	dd	10/02
Barclays		Bank Charges - 13218023	199.76	0	199.76	DD	03/02
Barclays		Bank Charges - 63885143	11.67	0	11.67	DD	03/02
SLCC		Clerk CPD - VAT Course 2014	90.00	15	75.00		
DE Publications Ltd		Full Page Advert - The Hype	118.80	19.8	99.00		
Minerva Publications		Ludlow Life Weddings Ad	118.80	19.8	99.00		
Activweb		Website Hosting to 02/02/1	150.00	0	150.00		
Abraxas Catering		Communtiy Centre Kitchen C	2751.60	458.6	2293.00		
Employment Costs			4350.00	0	4350.00		

**CURRENTLY OUTSTANDING FOR February****£ 7,797.83**