

## TENBURY TOWN COUNCIL 2014/15 FS02

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **Monday 30<sup>th</sup> June 2014 at 7:20 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

**IN ATTENDANCE:** Town Clerk, Cllr J. Fielder

**APOLOGIES:** Cllr da Costa, Cllr Price

**2.1 Apologies. To consider the acceptance of apologies for absence from Councillors**  
Apologies had been received from Cllr J. da Costa and Cllr Price

**RESOLVED** that apologies be accepted

**2.2 Declarations of Interest**

None

**2.3 Public Participation**

None

**2.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 19th May 2014.**

The Minutes of the previous meeting held on 19<sup>th</sup> May 2014 were approved and signed by the Chairman as a true and correct record of proceedings.

**2.5 To review the budget for the year and the Council's financial position to date at end of Quarter 1.**

Attached Appendix A

Members were satisfied that expenditure was according to budget.

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

**2.6 To confirm payments authorised from Council bank accounts and monthly reconciliation of bank accounts.**

The Deputy Chairman confirmed that the Bank Accounts reconciled correctly with authorised payments and signed off the bank statements accordingly.

**2.7 To approve the Monthly Accounts for June 2014 and the Outstanding Accounts for July 2014 for recommendation to Full Council.**

Attached Appendix B.

**RESOLVED** that the Monthly Accounts to June 2014 and any Outstanding Accounts for July 2014 be approved and so presented for ratification by Full Council.

**2.8 To consider any alterations to internal financial controls thought necessary in light of recent training undertaken by the Clerk.**

The Clerk reported that she had attended a Worcestershire County Association of Local Councils (WCALC) training event on the interpretation of new financial regulations and felt that there might be some further alterations necessary to the Council's internal control procedures. The Clerk was in further discussion with Worcester CALC but had not yet received all the responses to make further proposals for consideration by Council. This item was therefore deferred to next meeting.

**2.9 To consider a request for funding support received from Tenbury Transport Trust**

Members considered the request for funding support received from Tenbury Transport Trust and felt that the work done by the Trust to provide transport opportunities in light of cuts in other services was very worthy of support. As no sum had been included in the budget it

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was recommended that a donation of £500 be made from next recycling income which was due in July. Future support would be considered when budgets were set for 2015/16.

**RESOLVED** that a donation of £500 to the Tenbury Transport Trust be recommended for approval by Full Council ( to be taken from recycling income) and that future support be considered when budgets for 2015/16 were set.

## **2.10 To be updated on revised Fixed Asset Values**

Attached Appendix C.

The Clerk reported that in completing the Annual Return she had been advised by the External Auditors that the Fixed Asset Values appeared to be incorrectly shown and should be revised. The Clerk had gone back through records and noted that a change to the Fixed Asset Values had taken place in 2010 before her appointment but that there were no clear records of why this had happened. The External Auditors advised that these values should be revised according to regulations. Prior to 2010 the values had been fixed since 2004 so the Clerk thought it prudent to revert to these figures and had amended the Annual Return in consultation with the Mayor. Members agreed that this was a prudent approach and noted the changes that had been made.

## **2.11 To be updated on earmarked and restricted reserves**

Attached Appendix D

The Clerk reported that in completing the Annual Return the External Auditors had requested a breakdown of earmarked and restricted reserves held by the Council. Members reviewed the details and agreed this was a correct statement of reserves.

## **2.12 Correspondence**

None

## **2.13 Councillors' reports and items for future agenda**

None

## **2.14 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:-

## **2.15 To consider staffing matters**

Members were informed that the Relief Groundsman had tendered his resignation on 26/06/14. The resignation had been accepted so it would be necessary to advertise for a replacement. Members agreed that the post should be advertised and a small group should be delegated to carry out the interview process and appoint a new Relief Groundsman. The deadline for applications would be 11<sup>th</sup> July and it was hoped that the appointment could be made before the end of July. In the interim period the Groundsman was happy to cover weekend opening and litter-picking but this could only be a short term solution.

**RESOLVED** that Cllr Willis, Cllr Weston & the Clerk be delegated to interview and appoint a new Relief Groundsman

Meeting closed at 8:35 pm

Signed .....

Dated .....

PREMISES					PREMISES				
EXPENDITURE	Total Budgeted Spend	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE
	2014-15					2014-15			
		Jun-14	Jul-14			Jun-14	Jul-14		
<b>Pump Rooms</b>					<b>Pump Rooms</b>				
Gas	1500	177.70	236.64	16%	Bookings	4000	811.90	811.90	20%
Electricity	1500		185.87	12%					
Water	200								
Rates	3100	907.40	1,208.40	39%					
Building Maintenance	2000								
Fire Extinguishers/Alarm	400		85.00	21%					
Electrical Maintenance/Checks	200								
Boiler Maintenance	200								
Cleaning Materials/Disposables	50								
Wedding License	500								
Project Reserves	4000								
	<b>13650</b>	<b>1085.1</b>	<b>1715.91</b>	<b>13%</b>		<b>4000</b>	<b>811.9</b>	<b>811.9</b>	<b>20%</b>
<b>Regal</b>					<b>Regal &amp; C.Centre</b>				
Building Maintenance	2500	262.00	262.00	10%					
Project Reserves	4000				Rent	4400	367.00	367.00	8%
RTT Grant Donation	10000	5,000.00	5,000.00	50%					
	<b>16500</b>	<b>5262</b>	<b>5262</b>	<b>32%</b>		<b>4400</b>			
<b>Pavilion &amp; Groundsmans Shed</b>									
Electricity	1100	211.88	211.88	19%					
Water	200	92.26	92.26	46%					
Rates	400	98.70	131.70	33%					
Building Maintenance	500								
Electrical Maintenance	500	159.00	159.00	32%					
Pavilion Roof Maintenance	500								
Project Reserves	2000								
	<b>5,200.00</b>	<b>561.84</b>	<b>594.84</b>	<b>11%</b>		<b>-</b>			
<b>Changing Rooms</b>									
Electricity	550	114.85	114.85	21%	Changing Rooms Meter	400	91.00	91.00	23%
Water	200	62.19	62.19	31%					
Building Maintenance	500								
Electrical Maintenance	500	49.50	49.50	10%					
Project Reserves	1000								
	<b>2,750.00</b>	<b>226.54</b>	<b>226.54</b>	<b>8%</b>		<b>400.00</b>			
	<b>38,100.00</b>	<b>7,135.48</b>	<b>7,799.29</b>	<b>20%</b>					
<b>Contingency Fund</b>	1000								
<b>PREMISES TOTAL</b>	<b>39100</b>	<b>7135.48</b>	<b>7799.29</b>	<b>20%</b>	<b>PREMISES TOTAL</b>	<b>8800</b>	<b>1269.9</b>	<b>1269.9</b>	<b>14%</b>

AMENITIES					AMENITIES				
EXPENDITURE	Total Budgeted Spend	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED	% of Budget Reached TO DATE
	2014-15					2014-15			
		Jun-14	Jul-14			Jun-14	Jul-14		
<b>Bowling Green</b>									
Treatment & Scarifying	1500	45.00	45.00	3%	Bowling Club	560			
					Bowling League	560			
					Pay per Use Fees		48.00		
	<b>1,500.00</b>	45.00	45.00	3%		<b>1,120.00</b>	48.00	-	
<b>Tennis Courts</b>									
Repair & Upkeep	5700	4,974.58	4,974.58	87%	Tennis Club Fees	980			
Project Reserves	2000				Pay per Use Fees	250		48.00	19%
	<b>7,700.00</b>	4,974.58	4,974.58	65%		<b>1,230.00</b>	-	48.00	4%
<b>Burgage</b>									
Grass Cutting	1900	492.50	822.50	43%	Bonfire	120			
Kyre Bank Strimming	800								
Play Area	500				Car Boot Sales	600	520.00	520.00	87%
Shrubs & Flowers	400		82.50	21%					
Japanese Knotweed	500								
Premises License	100	70.00	70.00	70%					
Honeycomb Grid for Access	2000								
New Play Area Fund	2000					720	520.00	520.00	72%
	<b>8,200.00</b>	492.50	905.00	11%					
<b>Palmers</b>									
Grass Cutting	1900	492.50	822.50	43%	Football Club	1006			
Hedge Cutting					Rugby Club	614			
Car Park Rates	4300	1271.00	1695.00	39%	May Fair		735.00	735.00	
Repainting of Carpark Lines	1000				Scout Hut	5			
Project Reserves Skate Park	2000				Skip Rent, annual.				
Project Reserves Car Park	4000								
	<b>13,200.00</b>	1,763.50	2,517.50	19%		<b>1,625.00</b>	735.00	735.00	45%
<b>General Costs</b>									
Groundsman Tools	500	55.96	405.96	81%	Cemetery charges	205			
Petrol/Diesel	300	35.75	35.75	12%					
Maintenance of Equipment	600		178.00	30%					
Maintenance Costs	1000	81.08	122.08	12%					
Tree Work	4500	3,245.00	3,245.00	72%					
Groundsman Training	700					205	-	-	
	<b>7,600.00</b>	3,417.79	3,986.79	52%					
						4,900.00	1,303.00	1,303.00	27%
	<b>38,200.00</b>	<b>10,693.37</b>	<b>12,428.87</b>	33%					
<b>Contingency Fund</b>	1000								
<b>AMENITIES TOTAL</b>	<b>39200</b>	<b>10693.37</b>	<b>12428.87</b>	<b>32%</b>	<b>AMENITIES TOTAL</b>	<b>4900</b>	<b>1303</b>	<b>1303</b>	<b>27%</b>

ADMINISTRATION					ADMINISTRATION				
EXPENDITURE	Total Budgeted Spend	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE
	2014-15					2014-15			
Petty Cash	200								
Telephone/Broadband	600	67.28	67.28	11%					
Stationery & Misc.	450	21.11	21.11	5%					
Photocopying	450	130.12	228.53	51%					
Lone Worker Alarm	160	37.76	43.76	27%					
Computer & software	300								
	<b>2160</b>	256.27	360.68	17%					
<b>Council Running Costs</b>									
Audit etc.	1500				Recovered VAT	9000	1,629.96	<b>1,629.96</b>	18%
Internal Auditors Fee	200	200.00	200.00	100%	Wayleaves	45			
Elections	700								
Fees (Legal)	1000				Interest on A/Cs	20			
Memberships CALC/SLCC	1200	959.84	995.34	83%	Hereford and Worcester A	10			
Training Courses	500	250.00	384.90	77%					
Travel Allowances	200								
Insurance (all buildings)	5500	5,448.05	5,448.05	99%					
Employers Nat.Ins	4500		1,051.13	23%					
	<b>15300</b>	6857.89	8079.42	53%		<b>9075</b>	1629.956	<b>1629.956</b>	18%
<b>Community Services</b>									
Street Lighting	2500								
Hanging Baskets	1000		350.00	35%	Hanging Baskets	1000			
Bus shelter, maintenance/cleaning	400	40.00	55.00	14%					
	<b>3900</b>	40	405	10%		<b>1000</b>			
<b>Donations</b>									
Tenbury in Bloom	150		150.00	100%					
Tenbury Tourism	350		350.00	100%					
Tenbury CAB	1000								
Tenbury CoT Christmas Lights	500								
	<b>2000</b>		<b>500</b>	25%					
<b>Promotion</b>									
Advertising	1000	139.00	139.00	14%					
Web Site/Digital Screen	150								
	<b>1150</b>	139	139	12%					
<b>Loans</b>									
Public Works Loan Board(all loans)	3950	1,970.83	1,970.83	50%					
	<b>3950</b>	1970.83	1970.83	50%					
<b>Payback Schemes</b>									
Lengthsman	3000	448.50	448.50	15%	Lengthsman	3000	224.25	<b>224.25</b>	7%
Footpaths	500				Footpaths	500			
Rate Relief	150	147.61	147.61	98%	Rate Relief	150	147.61	<b>147.61</b>	98%
	<b>3650</b>	596.11	596.11	16%		<b>3650</b>	371.86	<b>371.86</b>	10%
	<b>32,110.00</b>	9,860.10	12,051.04	38%					
<b>Contingency Fund</b>	1000	93.92	563.68	56%			2001.816	<b>2001.816</b>	15%
ADMIN SUB TOTAL	<b>33,110.00</b>	9,954.02	12,614.72	38%					

<b>WAGES/ALLOWANCES</b>									
Mayors Allowance	1500	96.00	126.00	8%					
SALARIES	60000	12,772.71	19,135.05	32%					
WAGES/ALLOWANCES TOTAL	<b>61500.00</b>	12868.71	19261.05	31%					
<b>ADMIN GRAND TOTAL</b>	<b>94610</b>	<b>22822.73</b>	<b>31875.77</b>	<b>34%</b>	<b>ADMIN GRAND TOTAL</b>	<b>13725</b>	<b>2001.816</b>	<b>2001.816</b>	<b>15%</b>

OVERVIEW					OVERVIEW				
EXPENDITURE	Total Budgeted Spend	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	% of Budget Reached TO DATE	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE
	2014-15					DATE			
PREMISES	39100	7,135.48	7,799.29	20%	PREMISES	8800	1,269.90	<b>1,269.90</b>	14%
AMENITIES	39200	10,693.37	12,428.87	32%	AMENITIES	4900	1,303.00	<b>1,303.00</b>	27%
ADMINISTRATION	94610	22,822.73	31,875.77	34%	ADMINISTRATION	13725	2,001.82	2,001.82	15%
SUBTOTAL	172910	40652	52104	30%	SUBTOTAL	27425	4,574.72	4,574.72	17%
					PRECEPT	122457	61,228.35	61,228.35	50%
					Parish Grant	15028	7,514.15	7,514.15	50%
<b>GRAND TOTAL</b>	<b>172910</b>	<b>40652</b>	<b>52104</b>	<b>30%</b>	<b>GRAND TOTAL</b>	<b>164910</b>	<b>65803</b>	<b>65803</b>	<b>40%</b>

## Tenbury Town Council Bank Accounts Summary as at

30/06/2014

Financial Year ending 31/3/15	Petty Cash	Barclays Current A/C - 023	Barclays Holding A/C - 007 Savings	Barclays Reserve Funds - 790	Barclays HLF Grant A/C - 143	WCC Deposit A/C	TOTALS
Closing balance at 19/05/2014	33.52	9495.05	50149.39	44485.22	39124.15	946.83	144200.64
Balance at 30/06/2014 (cash)	1.61	9431.43	36149.39	38055.22	39118.65	946.83	123701.52
Variance	-31.91	-63.62	-14000.00	-6430.00	-5.50	0.00	-20499.12

## APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Barclays Ping-It	Test	22/05/14	0.01				Test Setup
Newsquest Media Group	14150015	27/05/14	-48.00				Ludlow Advertiser - Wedding Feature
The Helping Hand Company L	14150016	27/05/14	-67.15				Dog Fouling Equipment
Mr C. Bunn	14150017	27/05/14	-224.25				Lengthsman April
Malvern Hills District Council	14150018	27/05/14	-147.61				Rate Relief Post Office
West Mercia Supplies	14150019	27/05/14	-47.78				Photocopier Charges 03/12/2013 to 24
West Mercia Supplies	14150020	27/05/14	-108.36				Photocopier Lease 13/05/2014 to 12/0
Advantage Business Supplies	14150021	27/05/14	-7.39				Filing Dividers - Jan - Dec
Severn Trent Water Ltd	14150022	27/05/14	-62.19				Water Changing Rooms 8/11/13-07/05
J G Banfield & Sons Ltd	14150025	27/05/14	-49.30				Barrier Tape, Sledge Hammer etc
MTM Contracting Ltd	14150026	27/05/14	-846.00				April Mowing Burgage & Palmers - Bow
Bewdley Town Council	14150027	27/05/14	-30.00				2 x Tickets - Bewdley Mayor Charity Ev
Malvern Hills District Council	14150028	27/05/14	-70.00				Premise Licence Fee
RPS Grounds Maintenance	14150029	27/05/14	-198.50				Pressure Washing and Wood Chip Mulk
SALARY PAYMENTS MAY	BBP	29/05/14	-4278.93				SALARY PAYMENTS
Regal Tenbury Trust	DDEP	30/05/14	367.00				Regal Rent
A H Caldicott & Sons	14150023	02/06/14	-190.80				New Hand Wash - The Pavillion
A H Caldicott & Sons	14150024	02/06/14	-65.50				Bags Post Fix and Tarmac
Monies Paid In 100134	OTH	03/06/14	2444.40				Cheque Deposits
Blissful Births	DDEP	04/06/14	157.50				Pump Rooms Hire
Barclays	14150031	05/06/14	-20.42				Bank Charges - 13218023
Barclays	14150032	05/06/14			-£ 5.50		Bank Charges - 63885143
British Gas Business - pay by	14150033	05/06/14	-120.59				Electricity Sports Changing Rooms - 01/
British Gas Business - pay by	14150034	05/06/14	-222.47				Electricity Sports Pavilion - 01/02/14 to
UK Fuels Ltd - pay by 4 june	14150035	05/06/14	-42.90				Fuel for the Mower
EZ Cleaning	14150036	06/06/14	-15.00				Cleaning of Bus Shelter
Mr C. Bunn	14150037	06/06/14	-224.25				Lengthsman May
Yvonne Scriven	14150042	06/06/14	-200.00				Internal Audit 2014
Orange Payment Processing	DD	10/06/14	-7.20				Groundsman's Phone
Internal BRIDGE LOAN FT	FT	10/06/14	3510.00		-3510.00		TREE WORKS-POPLARS FT
Internal BRIDGE LOAN FT	FT	10/06/14	2920.00		-2920.00		TENNIS TOPS REFURB
Transfer to holding ACCT	FT	10/06/14	3000.00		-3000.00		FUNDS TOP UP
Transfer to holding ACCT	FT	10/06/14	11000.00		-11000.00		Precept Inst 1
DE Publications Ltd - pay 11 j	14150039	11/06/14	-118.80				Advert June/July - Full Page
SLCC Enterprises Ltd	14150046	11/06/14	-250.00				Clerk CiLCA Training Fee
Public Works Loan Board	DD	12/06/14	-1970.83				Bi Annual Loan Repayment 1
Malvern Hills District Council	DD	16/06/14	-424.00				Rates Palmers Car Park
Malvern Hills District Council	DD	16/06/14	-33.00				Rates Pavilion Burgage
Malvern Hills District Council	DD	16/06/14	-301.00				Rates Pump Rooms
MHDC	DDEP	17/06/14	200.00				CiLCA Training Bursary
Barclaycard	14150030	23/06/14	-197.68				Credit Card Transactions May 2014
Mainstream Digital Ltd	14150045	23/06/14	-64.93				Rental 14/5-13/8 Calls 01.05.14 - 29.05
Dragon Courts - should this b	14150038	25/06/14	-4920.00				Tennis Court Refurbishment
SALARY PAYMENTS JUNE	BBP	26/06/14	-4170.25				SALARY PAYMENTS
British Gas Business	14150047	27/06/14	-187.05				Gas for Pump Rooms
Adrian Hope Tree Services	14150040	30/06/14	-3510.00				Tree Works - The Burgage
Adrian Hope Tree Services	14150041	30/06/14	-384.00				Tree Works - The Cemetery
Ryan Parkes Gardening Servic	14150043	30/06/14	-68.00				Temporary Groundsman Cover
A H Caldicott & Sons	14150044	30/06/14	-314.40				Regal Cinema - Fitting of Hinges to Entr
Monies Paid In 100135	OTH	30/06/14	546.00				Cheque Deposits
<b>TRANSACTION TOTALS for MAY/JUNE</b>			<b>-63.62</b>	<b>-14000.00</b>	<b>-6430.00</b>	<b>-5.50</b>	<b>0.00 -20499.12</b>

**PAYMENTS CURRENTLY AWAITING APPROVAL**

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Malvern Hills District Council	120026651	04/03/13	DD	£ 424.00	£ -	£ 424.00	APP1415011	Rates Palmers Car Park
Malvern Hills District Council	101107255	04/03/13	DD	£ 33.00	£ -	£ 33.00	APP1415011	Rates Pavilion Burgage
Malvern Hills District Council	120048559	04/03/13	DD	£ 301.00	£ -	£ 301.00	APP1415011	Rates Pump Rooms
Orange Payment Processing		23/06/14	14150048	£ 7.20	£ 1.20	£ 6.00	APP1415011	Groundsman's Phone
MTM Contracting Ltd	May Mowing	05/04/14	14150049	£ 792.00	£ 132.00	£ 660.00	APP1415011	Mowing Burgage & Palmers
S J Kirkpatrick	18	23/06/14	14150050	£ 424.00	£ -	£ 424.00	APP1415011	Groundsman Holiday Cover
WORCS CALC	249	16/06/14	14150051	£ 65.88	£ 5.98	£ 59.90	APP1415011	Clerk CiLCA Training 1
WORCS CALC	236	19/06/14	14150052	£ 90.00	£ 15.00	£ 75.00	APP1415011	Clerk Finance Training Day
J G Banfield & Sons Ltd	4516	31/05/14	14150053	£ 18.00	£ 3.00	£ 15.00	APP1415011	Key Cutting
Mr M Morris	41814	24/06/14	14150054	£ 26.00	£ -	£ 26.00	APP1415011	Mole Control at Cemetery
John Llewelyn Graphic Desigr	7348	26/06/14	14150055	£ 30.00	£ 5.00	£ 25.00	APP1415011	Names added to Mayors Board
Barclays	13/05/14 - 12/06/14	19/06/14	14150056	£ 15.26	£ -	£ 15.26	APP1415011	Bank Charges - 13218023
Barclays	13/05/14 - 12/06/14	19/06/14	14150057	£ 5.50	£ -	£ 5.50	APP1415011	Bank Charges - 63885143
Herefordshire Fire Alarm Sen	1400	25/06/14	14150058	£ 102.00	£ 17.00	£ 85.00	APP1415011	Pump Rooms Service of Fire Alarm System & Em
SLCC Enterprises Ltd	114932	12/06/14	14150059	£ 35.50	£ -	£ 35.50	APP1415011	Clerk Manual Update
British Gas Business	490014131	17/06/14	14150060	£ 61.88	£ 2.94	£ 58.94	APP1415011	Gas for Pump Rooms
A.J. Wait	10	30/06/14	14150061	£ 528.00	£ -	£ 528.00	APP1415011	2nd Hand Ransomes Mower Repairs to Hayter M
EZ Cleaning	5	28/06/14	14150062	£ 15.00	£ -	£ 15.00	APP1415011	Cleaning of Bus Shelter
Bill White Nurseries	6376	10/06/14	14150063	£ 2,176.38	£ 362.73	£ 1,813.65	APP1415011	Baskets Planted and Delivered to Tenbury Wells
Bill White Nurseries	6387	20/06/14	14150064	£ 99.00	£ 16.50	£ 82.50	APP1415011	Bedding Plants
MHDC		23/06/14	14150065	£ 30.00	£ -	£ 30.00	APP1415011	Civic Parade Temporary Traffic Diversion
West Mercia Supplies	9810986	20/06/13	14150066	£ 123.01	£ 24.60	£ 98.41	APP1415011	Photocopy Charges 24/02/14 - 23/05/14
HMRC	Q1	06/07/13	14150067	£ 3,215.94		£ 3,215.94	APP1415011	Q1 NICS & TAX April to June 2014
Npower Ltd	41814	01/07/13	14150068	£ 195.16	£ 9.29	£ 185.87	APP1415011	Electric Pump Rooms 26/03/14 - 13/06/14
Tenbury in Bloom		01/07/13	14150069	£ 150.00	£ -	£ 150.00	APP1415011	Donation
Tenbury Tourism		01/07/13	14150070	£ 350.00		£ 350.00	APP1415011	Donation
Tenbury CAB		01/07/13	14150071	£ 1,000.00		£ 1,000.00	APP1415011	Donation
Tenbury CoT Christmas Lights		01/07/13	14150072	£ 500.00		£ 500.00	APP1415011	Donation

**CURRENTLY OUTSTANDING FOR JULY**

**£ 10,813.71**



# TENBURY TOWN COUNCIL ASSET VALUES

The majority of Town Council assets have been in ownership for many years and there are no clear records of original cost. It would appear that an asset value was fixed in 2004 based upon insurance values at that time in accordance with guidance. These values were used consistently from 2004 through 2009 but in 2010 more up to date insured values were used instead. I can find no evidence of why this was done and believe it was an error carried over from the Annual Accounts for that year and not picked up at audit. I took over as Town Clerk at the end of 2011 and first submitted an Annual Return to 31/03/2011 carrying forward the 2010 asset values as instructed by the then auditors. I now believe these values to be overstated and have therefore reverted to the figures used from 2004 taking in to account any new assets acquired since. See below for a complete explanation of any variance.

ASSET	2004 - 2009 VALUES USED	2010 - 2013 VALUES USED	REVISED 2013	VARIANCE TO 2004 VALUES	N o t e	2014 onwards	N o t e
Regal	784,737	1,034,408.00	784,737.00	-		784,737.00	
Old Mortuary	20,000	25,676.00	20,000.00	-			e
Changing Rooms	47,081	59,168.00	47,081.00	-		47,081.00	
Palmer's & Burgage	100,000	100,000.00	100,000.00	-		100,000.00	
Benches/ Fences / Play Equipment	27,000	87,368.00	37,000.00	10,000.00	a	37,000.00	
Tennis Courts/Pavilion	57,213	78,704.00	57,213.00	-		57,213.00	
Public Shelter	6,000	7,814.00	6,000.00	-		6,000.00	
Pagoda	4,095	5,582.00	4,095.00	-		4,095.00	
Street Lights	14,000	60,000.00	16,000.00	2,000.00	b	16,000.00	
Skateboard Ramp	13,130	60,000.00	22,000.00	8,870.00	c	22,000.00	
Office Equipment	4,000	16,053.00	4,000.00	-		4,000.00	
Groundsmans Hut	5,564	9,616.00	5,564.00	-		5,564.00	
Pump Rooms		150,077.00	150,077.00	150,077.00	d	150,077.00	
<b>TOTAL</b>	<b>1,082,820.00</b>	<b>1,694,466.00</b>	<b>1,253,767.00</b>	<b>170,947.00</b>		<b>1,233,767.00</b>	

## EXPLANATION OF VARIANCE

- a. The main children's play area was completely refurbished in YE 31/03/2010 with all new play equipment. The number of items of play equipment increased. The increased value reflects the addition of this new equipment but not the cost of the works.
- b. The Council owns a total of 50 streetlights. Most predate 2004. Three new columns were installed in YE 31/03/2009 and the value has been increased to reflect this addition.
- c. A completely new and much bigger skate park was built in YE 31/03/2010 at a new location. The old ramp was relocated and further ramps were added. The value has been increased to reflect the additional equipment.
- d. The Pump Rooms building was acquired in YE 31/03/2010. The cost value was fixed at this time.
- e. The Old Mortuary building was sold in YE 31/03/2014 and therefore removed from the list of assets.

## WORCESTERSHIRE

## STATEMENT OF RESERVES HELD AT 31st MARCH 2014

**Earmarked Reserves**

£	2,000.00	Pump Rooms Roof Cleaning
£	4,000.00	Palmers Car Park Resurfacing
£	1,500.00	Pump Rooms Wedding License ( renewal due 2016)
£	1,400.00	Election Costs
£	3,000.00	Tree Work
£	1,000.00	Car Park Line Marking
£	4,000.00	Play Area & Access in Burgage
£	6,000.00	Pavilion/Community Garden/Skate Park/Changing Rooms Project
£	2,440.22	General Reserve eg. Flood
£	13,309.53	Regal Works Final Retention
£	25,830.36	Regal Long Term Maintenance Fund
£	<u>64,480.11</u>	

**Restricted Reserves**

£	<u>19,145.00</u>	Proceeds of Mortuary Sale
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**TOTAL RESERVES**

£	<u>83,625.11</u>	Held in Bank Accounts 63100790 and 63885143
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**Reconciliation**

Bank Balances at 31/03/2014 - Annual Accounts p.9

£	44,485.22	63100790 General Reserves
£	39,139.89	63885143 Regal HLF Account
£	<u>83,625.11</u>	