

## TENBURY TOWN COUNCIL 2014/15 FS06

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **Monday 24<sup>th</sup> November 2014 at 7:00 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

**IN ATTENDANCE:** Town Clerk

**ABSENT:** Cllr da Costa

**6.1 Apologies. To consider the acceptance of apologies for absence from Councillors.**  
No apologies had been received.

**6.2 Declarations of Interest**  
None

**6.3 Public Participation**  
None

**6.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 20<sup>th</sup> October 2014.**

The minutes of the meeting, held on 20<sup>th</sup> October 2014, were confirmed and signed by the Chairman as a true and correct record of proceedings.

**6.5 To review the budget for the year and the Council's financial position to date.**  
Attached Appendix A Members were satisfied that expenditure was according to budget.

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

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

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

**6.7 To approve the Monthly Accounts for November 2014 and the Outstanding Accounts for December 2014 for recommendation to Full Council.**

Attached Appendix B.

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

**6.8 To consider the recommendations of the Premises and the Amenities Committees re Facility Charges for Financial Year 2015/16.**

Both committees had recommended that facility charges should not be increased in 2015/16.

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

**RESOLVED** to accept the recommendations of the Premises & Amenities Committees and recommend 2015/16 facility charges to Full Council for approval.

The Chairman proposed that items 6.13 and 6.14 be brought forward for consideration ahead of budgets being finalised. All agreed.

**6.13 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:-

**6.14 To consider staffing matters relating to remuneration.**

Members discussed a staff pay increase. Details were discussed for the Groundsman, Pump Rooms Caretaker, Admin Assistant and Town Clerk. Consideration was given to the National Joint Council for Local Government Services pay scale agreement 2014/16 which confirmed a 2.2% increase from 01/01/2015.

**RESOLVED** that with effect from 1<sup>st</sup> January 2015 salaries would be increased by 2.2% in line with NJC scales. To be reviewed in 12 months' time. Overtime rates would remain unchanged.

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The meeting was re-opened to the Press and Public.

**6.9 To consider recommendations from the Premises and the Amenities Committees re their budgets for 2015/16 and any other items for inclusion in the 2015/16 budget and agree the total budget to be recommended for approval by Full Council.**

Members considered the proposed Administration budget and included provision for the agreed pay increase. They noted and agreed the budgets recommended by the Premises and Amenities Committee. The proposed budget was finalised as per Appendix D.

**RESOLVED** that the proposed budget for 2015/16 be so recommended to Full Council for approval.

**6.10 To consider the precept required for 2015/16 and to recommend the 2015/16 precept amount for approval by Full Council.**

The budget having been agreed, the required Precept amount would be £139,195, an increase of £1,710 (1.24%) on the previous year. Members were informed that due a 2.2% year on year reduction in the Parish Grant amount to be paid by MHDC the calculations for Band D Council tax would appear to make the precept increase higher. The Town Council precept portion of Band D had been £113.82 per annum in 2014/15. With the recommended increase this would become £117.61 per annum for 2015/16 - an increase of £0.38 per Band D household per month. Had the MHDC grant remained at the same level as the previous year this increase would have been only £0.16 per household per month. MHDC had said the Parish Grant had to be reduced because support funding from Central Government had also been reduced.

**RESOLVED** that a precept amount be £ 139,195 be recommended to Full Council for approval.

**6.11 Correspondence**

None

**6.12 Councillors' reports and items for future agenda.**

Cllr Price – propose to Full Council that a working party be set up to review agreements relating to charges on all council facilities.

**6.15 To consider staffing matters relating to pension provision.**

Deferred to next meeting as the working group needed more time to consider this issue.

Meeting closed at 8:10 pm

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PREMISES							PREMISES					
EXPENDITURE	Re Forecast Budget 20/10/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Nov-14	Dec-14				2014-15	Nov-14	Dec-14		
<b>Pump Rooms</b>							<b>Pump Rooms</b>					
Gas	1500	1500	258.81	258.81	17%	1,300.00	Bookings	4000	2544.4	2544.4	64%	3500
Electricity	1500	1500	402.12	402.12	27%	1,100.00						
Water	200	200				100.00						
Rates	3100	3100	2,412.40	2,713.40	88%	3,015.00						
Building Maintenance	3330	3330	1,606.31	1,606.31	48%	3,330.00						
Fire Extinguishers/Alarm	200	200	85.00	85.00	43%	200.00						
Electrical Maintenance/Checks	200	200	13.20	13.20	7%	200.00						
Boiler Maintenance	200	200				200.00						
Cleaning Materials/Disposables	50	50	21.22	21.22	42%	50.00						
Wedding License	500	500	500.00	500.00	100%	500.00						
Project Reserves	4000	4000	4,000.00	4,000.00	100%	4,000.00						
<b>Pump Rooms</b>	<b>14780</b>	<b>14780</b>	<b>9,299.06</b>	<b>9,600.06</b>	<b>65%</b>	<b>13,995.00</b>		<b>4,000.00</b>	<b>2544.4</b>	<b>2544.4</b>	<b>64%</b>	<b>3500</b>
<b>Regal</b>							<b>Regal &amp; C.Centre</b>					
Building Maintenance	2500	2500	560.38	1,510.38	60%	2,500.00	Rent	4400	2,202.00	2,569.00	58%	4,400.00
Project Reserves	4000	4000	10,000.00	10,000.00	100%	10,000.00						
RTT Grant Donation	10000	10000	10,000.00	10,000.00	100%	10,000.00						
<b>Regal</b>	<b>16500</b>	<b>16500</b>	<b>10,560.38</b>	<b>15,510.38</b>	<b>94%</b>	<b>16,500.00</b>		<b>4400</b>				
<b>Pavilion &amp; Groundsmans Shed</b>												
Electricity	1100	1100	211.88	211.88	19%	1,100.00						
Water	200	200	92.26	92.26	46%	100.00						
Rates	400	400	263.70	296.70	74%	330.00						
Building Maintenance	500	500				500.00						
Electrical Maintenance	500	500	234.00	234.00	47%	400.00						
Pavilion Roof Maintenance	250	250				250.00						
Project Reserves	2000	2000	2,000.00	2,000.00	100%	2,000.00						
<b>Pavilion &amp; Shed</b>	<b>4950</b>	<b>4950</b>	<b>2801.84</b>	<b>2834.84</b>	<b>57%</b>	<b>4,680.00</b>		<b>-</b>				
<b>Changing Rooms</b>							<b>Changing Rooms Meter</b>	<b>400</b>	<b>91.00</b>	<b>91.00</b>	<b>23%</b>	<b>250.00</b>
Electricity	550	550	114.85	114.85	21%	550.00						
Water	200	200	115.63	115.63	58%	170.00						
Building Maintenance	500	500	22.34	22.34	4%	500.00						
Electrical Maintenance	500	500	49.50	49.50	10%	500.00						
Project Reserves	1000	1000	1,000.00	1,000.00	100%	1,000.00						
<b>Changing Rooms</b>	<b>2750</b>	<b>2750</b>	<b>1302.32</b>	<b>1302.32</b>	<b>47%</b>	<b>2,720.00</b>		<b>400.00</b>				<b>300</b>
	<b>38980</b>	<b>38980</b>	<b>23,963.60</b>	<b>29,247.60</b>	<b>75%</b>	<b>37,895.00</b>						
<b>Contingency Fund</b>	1000	1000				1,000.00						
<b>PREMISES TOTAL</b>	<b>39980</b>	<b>39980</b>	<b>23963.6</b>	<b>29247.6</b>	<b>73%</b>	<b>38895</b>	<b>PREMISES TOTAL</b>	<b>8800</b>	<b>4837.4</b>	<b>5204.4</b>	<b>59%</b>	<b>8150</b>

AMENITIES							AMENITIES					
EXPENDITURE	Re Forecast Budget 20/10/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Nov-14	Dec-14				2014-15	Nov-14	Dec-14		
<b>Bowling Green</b>												
Treatment & Scarifying	2400	2400	45.00	2,235.00	93%	2,400.00	Bowling Club	560	561.00	561.00	100%	561.00
							Bowling League	560	561.00	561.00	100%	561.00
							Pay per Use Fees					
	<b>2,400.00</b>	<b>2,400.00</b>	45.00	2,235.00	93%	2,400.00		<b>1,120.00</b>	<b>1,122.00</b>	<b>1,122.00</b>	100%	<b>1,122.00</b>
<b>Tennis Courts</b>												
Repair & Upkeep	1200	5700	4,996.55	4,996.55	88%	5,200.00	Tennis Club Fees	980	982.00	982.00	100%	982.00
Tennis Courts Project Reserves	2000	2000	2,000.00	2,000.00	100%	2,000.00	Pay per Use Fees	250	102.00	102.00	41%	150.00
	<b>3,200.00</b>	<b>7,700.00</b>	<b>6,996.55</b>	<b>6,996.55</b>	<b>91%</b>	<b>7,200.00</b>		<b>1,230.00</b>	1,084.00	1,084.00	88%	1,132.00
<b>Burgage</b>												
Grass Cutting	2300	2300	2,193.75	2,193.75	95%	2,300.00	Bonfire	120	120.00	120.00	100%	120.00
Kyre Bank Strimming	800	800	600.00	600.00	75%	800.00						
Play Area	500	500	24.25	24.25	5%	500.00	Car Boot Sales	600	620.00	620.00	103%	620.00
Shrubs & Flowers	400	400	82.50	82.50	21%	400.00						
Japanese Knotweed	500	500	500.00	500.00	100%	500.00						
Premises License	70	70	70.00	70.00	100%	70.00						
Honeycomb Grid for Access	2000	2000	2,000.00	2,000.00	100%	2,000.00						
New Play Area Fund	2000	2000	2,000.00	2,000.00	100%	2,000.00		720	740.00	740.00	103%	740.00
	<b>8,570.00</b>	<b>8,570.00</b>	<b>7,470.50</b>	<b>7,470.50</b>	<b>87%</b>	<b>8,570.00</b>						
<b>Palmers</b>												
Grass Cutting	2300	2300	2193.75	2193.75	95%	2300.00	Football Club	1006	997.00	997.00	99%	1,006.00
Hedge Cutting	150	150	100.00	100.00	67%	150.00	Rugby Club	614	458.50	458.50	75%	614.00
Car Park Rates	4300	4300	3391.00	3815.00	89%	4239.00	May Fair		735.00	735.00		735.00
Repainting of Carpark Lines	1000	1000	1000.00	1000.00	100%	1,000.00	Scout Hut	5	5.00	5.00	100%	5.00
Project Reserves Skate Park	2000	2000	2000.00	2000.00	100%	2,000.00	Skip Rent, annual.		450.00	450.00		450.00
Project Reserves Car Park	4000	4000	4000.00	4000.00	100%	4,000.00						
	<b>13,750.00</b>	<b>13,750.00</b>	<b>12,684.75</b>	<b>13,108.75</b>	<b>95%</b>	<b>13,689.00</b>		<b>1,625.00</b>	<b>2,645.50</b>	<b>2,645.50</b>	<b>163%</b>	<b>2,810.00</b>
<b>General Costs</b>												
Groundsman Tools	800	800	438.94	780.19	98%	700.00	Cemetery charges	205	80.00	80.00	39%	120.00
Petrol/Diesel	150	150	85.92	85.92	57%	100.00						
Maintenance of Equipment	750	750	481.00	481.00	64%	700.00						
Maintenance Costs	1200	1200	951.37	951.37	79%	1,200.00						
Tree Work	100	3600	3,245.00	3,245.00	90%	3,600.00						
Groundsman Training	580	580	7.50	7.50	1%	580.00		205	80.00	80.00	39%	120.00
	<b>3,580.00</b>	<b>7,080.00</b>	<b>5,209.73</b>	<b>5,550.98</b>	<b>78%</b>	<b>6,880.00</b>						
								4,900.00	5,671.50	5,671.50	116%	6,224.00
	<b>31,500.00</b>	<b>39,500.00</b>	<b>26,406.53</b>	<b>29,361.78</b>	<b>90%</b>	<b>38,739.00</b>						
<b>Contingency Fund</b>	200	200				200.00						
<b>AMENITIES TOTAL</b>	<b>31700</b>	<b>39700</b>	<b>32406.53</b>	<b>35361.78</b>	<b>89%</b>	<b>38939</b>	<b>AMENITIES TOTAL</b>	<b>4900</b>	<b>5671.5</b>	<b>5671.5</b>	<b>116%</b>	<b>6224</b>

ADMINISTRATION							ADMINISTRATION					
EXPENDITURE	Re Forecast Budget 04/10/13	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Nov-14	Dec-14				2014-15	Nov-14	Dec-14		
Petty Cash	200	200	100.00	100.00	50%	200.00						
Telephone/Broadband	600	600	301.34	307.49	51%	600.00						
Stationery & Misc.	300	300	53.00	53.00	18%	300.00						
Photocopying	600	600	449.15	449.15	75%	600.00						
Lone Worker Alarm	120	120	79.08	79.08	66%	120.00						
Computer & software	210	210	24.00	24.00	11%	210.00						
	<b>2030</b>	<b>2030</b>	982.57	1012.72	50%	2,030.00						
<b>Council Running Costs</b>												
Audit etc.	600	600	600.00	600.00	100%	600.00	Recovered VAT	9000	4,986.67	1,994.67	22%	9,000.00
Internal Auditors Fee	200	200	200.00	200.00	100%	200.00	Wayleaves	45	46.38	46.38		46.38
Elections	700	700	700.00	700.00	100%	700.00						5.00
Fees (Legal)	1000	1000				1,000.00	Interest on A/Cs	20				20.00
Memberships CALC/SLCC	1200	1200	1,050.33	1,050.33	88%	1,200.00	Hereford and Worcester A	10				10.00
Training Courses	500	500	414.90	414.90	83%	500.00						
Travel Allowances	200	200	78.00	78.00	39%	200.00						
Insurance (all buildings)	5500	5500	5,448.05	5,448.05	99%	5,500.00						
Employers Nat.Ins	4500	4500	2,132.62	2,132.62	47%	4,500.00						
	<b>14400</b>	<b>14400</b>	10623.9	10623.9	74%	14,400.00		<b>9075</b>	<b>5033.05</b>	<b>2041.048</b>	22%	<b>9081.38</b>
<b>Community Services</b>												
Street Lighting	2500	2500	1,026.42	1,026.42	41%	2,500.00						
Hanging Baskets	1000	2000	1,813.65	1,813.65	91%	1,000.00	Hanging Baskets	1000	550.00	550.00	55%	1000
Bus shelter, maintenance/cleaning	200	200	115.00	115.00	58%	200.00						
	<b>3700</b>	<b>4700</b>	2,955.07	2955.07	63%	3,700.00		<b>1000</b>	550.00	550.00	55%	<b>1000</b>
<b>Donations</b>												
Tenbury in Bloom	150	150	150.00	150.00	100%	150.00						
Tenbury Tourism	350	350	350.00	350.00	100%	350.00						
Tenbury CAB	1000	1000	1,000.00	1,000.00	100%	1,000.00						
Tenbury CoT Christmas Lights	500	500	500.00	500.00	100%	500.00						
	<b>2000</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>	100%	2,000.00						
<b>Promotion</b>												
Advertising	850	850	452.00	452.00	53%	850.00						
Web Site/Digital Screen	150	150				150.00						
	<b>1000</b>	<b>1000</b>	452	452	45%	1,000.00						
<b>Loans</b>												
Public Works Loan Board(all loans)	3950	3950	1,970.83	3,941.66	100%	3,950.00						
	<b>3950</b>	<b>3950</b>	1970.83	3941.66	100%	3,950.00						
<b>Payback Schemes</b>												
Lengthsman	3000	3000	1,472.00	1,472.00	49%	3,000.00	Lengthsman	3000	1,472.00	1,472.00	49%	3,000.00
Footpaths	500	500				500.00	Footpaths	500				500.00
Rate Relief	150	150	147.61	147.61	98%	150.00	Rate Relief	150	147.61	147.61	98%	150.00
	<b>3650</b>	<b>3650</b>	1619.61	1619.61	44%	3,650.00		<b>3650</b>	<b>1619.61</b>	<b>1619.61</b>	44%	<b>3650</b>
	<b>30,730.00</b>	<b>31,730.00</b>	20,603.98	22,604.96	71%	30,730.00						
Bank Charges	250	250	134.50	148.25	59%	250.00						
<b>Contingency Fund</b>	750	750	798.00	798.00	106%	750.00			<b>7202.66</b>	<b>4210.66</b>	31%	<b>13,731.38</b>
ADMIN SUB TOTAL	<b>31,730.00</b>	<b>32,730.00</b>	21,536.48	23,551.21	72%	31,730.00						

ADMINISTRATION							ADMINISTRATION					
<b>WAGES/ALLOWANCES</b>												
Mayors Allowance	1500	1500	895.40	895.40	60%	1,500.00						
SALARIES	60000	60000	38,800.22	38,800.22	65%	60,000.00						
<b>WAGES/ALLOWANCES TOTAL</b>	<b>61500</b>	<b>61500.00</b>	39695.62	39695.62	65%	61500.00						
<b>ADMIN GRAND TOTAL</b>	93230	<b>94230</b>	<b>61232.1</b>	<b>63246.83</b>	<b>67%</b>	<b>93230</b>	<b>ADMIN GRAND TOTAL</b>	<b>13725</b>	<b>7202.66</b>	<b>4210.658</b>	<b>31%</b>	<b>13731.38</b>

OVERVIEW							OVERVIEW					
EXPENDITURE	2013/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	% of Budget Reached TO DATE	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	BUDGET	2014-15	Nov-14	Dec-14					Nov-14	Dec-14		
PREMISES	39,980.00	39980	23,963.60	29,247.60	73%	38,895.00	PREMISES	8800	<b>4,837.40</b>	<b>5,204.40</b>	59%	<b>8,150.00</b>
AMENITIES	31,700	39700	32,406.53	35,361.78	89%	38,939.00	AMENITIES	4900	<b>5,671.50</b>	<b>5,671.50</b>	116%	<b>6,224.00</b>
ADMINISTRATION	93,230	94230	61,232.10	63,246.83	67%	93,230.00	ADMINISTRATION	13725	7,202.66	4,210.66	31%	<b>13,731.38</b>
SUBTOTAL	164910	173910	108602	118,856.21	68%	171,064.00	SUBTOTAL	27425	17,711.56	15,086.56	55%	<b>28,105.38</b>
							PRECEPT	122457	122,456.70	122,456.70	100%	<b>122,456.70</b>
							Parish Grant	15028	15,028.30	15,028.30	100%	<b>15,028.30</b>
<b>GRAND TOTAL</b>	<b>164910</b>	<b>173910</b>	<b>117602</b>	<b>128,856</b>	<b>74%</b>	<b>171,064.00</b>	<b>GRAND TOTAL</b>	<b>164910</b>	<b>157879.82</b>	<b>152629.816</b>	<b>93%</b>	<b>165,590.38</b>

# Tenbury Town Council Bank Accounts Summary as at

24/11/2014



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Financial Year ending 31/3/15	Petty Cash	Barclays Current A/C 023	Barclays Holding A/C 094 Savings	Barclays Reserve Funds 790	Barclays HLF Grant A/C 143	WCC Deposit A/C	TOTALS
Closing balance at 20/10/2014	11.56	7059.33	77149.39	39452.02	39096.91	951.64	163709.29
Balance at 24/11/2014 (cash at bank and in hand)	4.86	1062.22	50949.39	60652.02	39091.41	951.64	152706.68
Variance	-6.70	-5997.11	-26200.00	21200.00	-5.50	0.00	-11002.61

## APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts		Reference		
A.J. Wait	14150141	21/10/14	-40.00		Removal of Mower Engine & Strip Down		
WCC	DDEP	21/10/14	408.25		Lengthsman for Aug & Sept		
Barclaycard	14150127	23/10/14	-38.00		Credit Card Transactions September 2014		
Trade Lighting	14150143	23/10/14	-23.26		Meridian Light for the Regal Cinema		
Npower	14150138	24/10/14	-1222.24		Footpath Lighting D2m & D2d 1/4/14 - 30/9/14		
Herefordshire Housing Limiter	14150135	24/10/14	-1.80		Balance Payment required due to Clerk in		
Transfer from holding ACCT	FT	29/10/14	5000.00	-5000.00	Funds Transfer		
West Mercia Supplies	14150142	30/10/14	-108.36		Photocopier Lease from 13/11/2014 to 12/02/2015		
Npower Ltd	14150144	30/10/14	-9.45		Footpath Lighting - 1/04/14 - 30/09/14		
SALARY PAYMENTS OCT	M7	30/10/14	-4270.49		SALARY PAYMENTS		
Regal Tenbury Trust Ltd	14150124	31/10/14	-5000.00		Support Grant Installment 2		
Regal Tenbury Trust Ltd	DDEP	31-Oct	367.00		Regal Rent		
RBL Poppy Appeal	14150146	03/11/14	-46.00		2 x Remembrance Wreaths		
EZ Cleaning	14150148	03/11/14	-15.00		Bus Shelter Cleaning		
Barclays	DD	03-Nov	-9.21		Bank Charges - 13218023		
Barclays	DD	03-Nov		-5.50	Bank Charges - 63885143		
L Renshaw INVOICE 14:	DDEP	05/11/2014	234.00		Hire Pump Rooms Pilates		
ABC Fostering Serv INV 1415:	DDEP	05/11/2014	48.00		Hire Pump Rooms Pilates		
MHDC CREDITORS 00029:	DDEP	07/11/2014	32.00		Apprenticeship Breakfast Hire		
Orange Payment Processing	14150145	10/11/14	-7.38		Groundsmans Phone		
Mainstream Digital Ltd	14150158	14/11/14	-11.64		Call Charges 01/10/2014 - 31/12/2014		
Action for Children	DDEP	14/11/14	294.00		Hire Pump Rooms		
Malvern Hills District Council	DD	17/11/14	-424.00		Rates Palmers Car Park		
Malvern Hills District Council	DD	17/11/14	-33.00		Rates Pavilion Burgage		
Malvern Hills District Council	DD	17/11/14	-301.00		Rates Pump Rooms		
Transfer to RESERVES	41960	17/11/14		-21200.00 21200.00	Funds Transfer		
Mr C. Bunn	14150151	17/11/14	-207.00		Lengthsman for October		
UK Fuels Ltd	14150152	17/11/14	-17.20		Annual Card Charge & Petrol		
Droitwich Town Council	14150153	17/11/14	-50.00		2 x Tickets -Droitwch Mayor's Charities - Sunday Lun		
Mr David Norsworthy	14150154	17/11/14	-120.00		Hedge Cutting at the Burgage & Palmers Meadow		
O. W. Garrard	14150155	17/11/14	-500.00		Japanese Knotweed & Himalayan Balsam		
HBS Hereford Boiler Services	14150156	17/11/14	-334.80		Regal Cinema Repairs to Heating Pipework		
Royal British Legion	14150157	17/11/14	-30.00		2 Royal British Legion Poppy Concert Tickets for May		
Bewdley Town Council	14150159	17/11/14	-60.00		3 Tickets to Chairty Pre Christmas Celebration		
Westcotec Ltd	14150161	17/11/14	-192.00		2 x Additional Battery		
J G Banfield & Sons Ltd	14150162	17/11/14	-8.80		WD40		
Monies Paid In 100141	DDEP	17/11/14	512.00		Cheque Deposits		
WCC	DDEP	19/11/14	450.00		Rental for Palmers HRC site		
Severn Trent Water Ltd	14150160	20/11/14	-53.44		Water Changing Rooms 07/05/14 -3/11/14		
Tenbury Scouts	DDEP	20/11/14	5.00		Scout Hut Annual Ground Rent		
Barclaycard	14150147	24/11/14	-213.29		Credit Card Transactions October 2014		
<b>TRANSACTION TOTALS for OCTOBER/NOVEMBER</b>			<b>-5997.11</b>	<b>-26200.00</b>	<b>21200.00</b>	<b>-5.50</b>	<b>0.00</b>

## NOVEMBER PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
MTM Contracting Ltd	41589	11/11/13	14150163	£ 2,067.00	£ 344.50	£ 1,722.50	APP1415026	Mowing Kyre Banks & Bowling Green Treatment Jun
G.E. Bright Electrical	50046	31/10/14	14150164	£ 15.84	£ 2.64	£ 13.20	APP1415026	2 Fluorescent Tubes and one Starter for Pump Room
SALARY PAYMENTS NOV	November	27/11/14	M8	£ 4,272.69			M8	SALARY PAYMENTS

**CURRENTLY OUTSTANDING TO END NOVEMBER £ 6,355.53**

## APPROVED CREDIT CARD PAYMENTS

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Amazon.co.uk	30/09/14	APP1415023	£ 50.00	£ -	£ 50.00	CC14150010	Voucher - Prize re. Wayfinding
Slam Proof Ltd	02/10/14	APP1415023	£ 29.10	£ 4.85	£ 24.25	CC14150011	Tension Gate Hinges Play Area
PWPTennis.com	02/10/14	APP1415023	£ 21.97			CC14150011	Swivel Adjusters for Tennis Nets
The Sign Builider	14/10/14	APP1415023	£ 89.88	£ 14.98	£ 74.90	CC14150012	No overnight Parking signs Palmers
B & Q	22/10/14	APP1415023	£ 22.34	£ -	£ 22.34	CC14150013	Shower Parts Ref Changing Room

**TOTAL FOR OCTOBER BILL PAYABLE IN NOVEMBER £ 213.29**

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Amazon.co.uk	30/09/14		£ 406.50	£ -	£ 50.00	CC14150014	Voucher - Prize re. Wayfinding
Slam Proof Ltd	02/10/14		£ 24.00	£ 4.85	£ 24.25	CC14150015	Tension Gate Hinges Play Area

**TOTAL FOR NOVEMBER BILL PAYABLE IN DECEMBER £ 430.50**

**DECEMBER 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	APP1415027	Rates Palmers Car Park
Malvern Hills District Council	101107255	04/03/13	DD	£ 33.00	£ -	£ 33.00	APP1415027	Rates Pavilion Burgage
Malvern Hills District Council	120048559	04/03/13	DD	£ 301.00	£ -	£ 301.00	APP1415027	Rates Pump Rooms
Orange Payment Processing			14150165	£ 7.38	£ 1.23	£ 6.15	APP1415027	Groundsman's Phone
Barclays	13/10/14 - 12/11/14	19/11/14	14150166	£ 8.25	£ -	£ 8.25	APP1415027	Bank Charges - 13218023
Barclays	13/10/14 - 12/11/14	19/11/14	14150167	£ 5.50	£ -	£ 5.50	APP1415027	Bank Charges - 63885143
Public Works Loan Board	612 0873 12/12/14	14/11/14	14150168	£ 1,970.83	£ -	£ 1,970.83	APP1415027	Bi Annual Loan Repayment 2
Avonmore	8682	11/11/14	14150169	£ 2,628.00	£ 438.00	£ 2,190.00	APP1415027	Bowling Green Autumn Works
F Powell & Co	7389	20/11/14	14150170	£ 5,940.00	£ 990.00	£ 4,950.00	APP1415027	Electric Roller Screen for Regal Cinema

**CURRENTLY OUTSTANDING TO END DECEMBER****£ 11,317.96**



## Tenbury Town Council - Prices and Charges

	<b>2015/16</b> <i>Proposed</i>	2014/15	2013/2014	2012/2013
<b>TENNIS COURTS FEES</b>				
ADULT per Hour	£ <b>2.00</b>	£ 2.00	£ 2.00	£ 2.00
16 years and under per Hour	£ <b>1.00</b>	£ 1.00	£ 1.00	£ 1.00
<b>BOWLING GREEN FEES</b>				
ADULT per Hour	£ <b>2.00</b>	£ 2.00	£ 2.00	£ 2.00
<b>Palmers Meadow</b>				
May Fair	£ <b>735.00</b>	£ 735.00	£ 735.00	£ 735.00
Overflow Car Park Car Boot	£ <b>40.00</b>	£ 40.00	£ 40.00	£ 40.00
One Off Pitch Hire 2 hours	£ <b>20.00</b>	£ 20.00	£ 20.00	£ 20.00
<b>The Burgage</b>				
Events charging an entrance fee eg. Bonfire or Applefest	£ <b>110.00</b>	£ 110.00	£ 110.00	£ 110.00
Car Boot	£ <b>160.00</b>	£ 160.00	£ 160.00	£ 160.00
<b>TENBURY CEMETERY</b>				
Residents of Tenbury Wells				
Erection of headstone	£ <b>40.00</b>	£ 40.00	£ 40.00	£ 40.00
Interment in Existing Grave Space	£ <b>40.00</b>	£ 40.00	£ 40.00	£ 40.00
Interment in New Grave Space	£ <b>90.00</b>	£ 90.00	£ 90.00	£ 90.00
Non- residents of Tenbury Wells				
Erection of headstone	£ <b>70.00</b>	£ 70.00	£ 70.00	£ 70.00
Interment in Existing Grave Space	£ <b>70.00</b>	£ 70.00	£ 70.00	£ 70.00
Interment in New Grave Space	£ <b>160.00</b>	£ 160.00	£ 160.00	£ 160.00
<b>Caravans per Night</b>				
per Van under 5 caravans	£ <b>10.00</b>	£ 10.00	£ 10.00	£ 10.00
per Van over 5 caravans	£ <b>8.00</b>	£ 8.00	£ 8.00	£ 8.00
Tents	£ <b>5.00</b>	£ 5.00	£ 5.00	£ 5.00
<b>2015/16</b> <i>Proposed</i>				
<b>The Pump Rooms</b>				
Hour Rate	£ <b>10.00</b>	£ 10.00	£ 10.00	£ 10.00
2 hours	£ <b>9.00</b>	£ 9.00	£ 9.00	£ 9.00
Half Day per hour (4 hours)	£ <b>8.00</b>	£ 8.00	£ 8.00	£ 8.00
Day Rate per hour (8 hours)	£ <b>7.00</b>	£ 7.00	£ 7.00	£ 7.00
Wedding (Half Hour Slot) Main Room and Back Room	£ <b>50.00</b>	£ 50.00	£ 50.00	£ 50.00

# OVERVIEW

<b>EXPENDITURE</b>	2014 / 15 BUDGET APPROVED 02/12/13	2014 /15 REVISED 20/10/14	<b>ACTUAL to 24 Nov 2014</b>	PROJECTED TO END MARCH 2015	2015/16 BUDGET Proposed for Approval	VARIANCE to Previous Year Revised Budget	<b>INCOME</b>	2014 / 15 BUDGET APPROVED 02/12/13	<b>ACTUAL to 24 Nov 2014</b>	PROJECTED TO END MARCH 2015	2015/16 BUDGET Proposed for Approval	VARIANCE to Previous Year Revised Budget
<b>EXPENDITURE</b>							<b>INCOME</b>					
PREMISES	39100	<b>39980</b>	2964	<b>38895</b>	<b>38360</b>	<b>-1,620</b>	PREMISES	8800	4837	<b>8150</b>	<b>8650</b>	<b>-150</b>
AMENITIES	31200	<b>31700</b>	32407	<b>30939</b>	<b>32840</b>	<b>1,140</b>	AMENITIES	4900	5672	<b>6004</b>	<b>5801</b>	901
ADMINISTRATION	94610	<b>93230</b>	61232	<b>93230</b>	<b>96171</b>	<b>2,941</b>	ADMINISTRATION	13705	6653	<b>13814</b>	<b>13725</b>	20
SUBTOTAL	164910	<b>164910</b>	117602	<b>163064</b>	<b>167371</b>	<b>2,461</b>	SUBTOTAL	27405	17162	<b>27968</b>	<b>28176</b>	771
							PRECEPT	137485	137485	<b>137485</b>	<b>139,195</b>	1,710
TOTAL	164910	<b>164910</b>	117602	<b>163064</b>	<b>167371</b>	<b>2,461</b>	GRAND TOTAL	164890	154647	<b>165453</b>	<b>167371</b>	2,481

PRECEPT INCREASE = **1.24%**

2015/16 Proposed Budget

**PREMISES**

<b>EXPENDITURE</b>	<b>2014 / 15 BUDGET APPROVED 02/12/13</b>	<b>2014 /15 REVISED 20/10/14</b>	<b>ACTUAL to 24 Nov 2014</b>	<b>PROJECTED TO END MARCH 2015</b>	<b>2015/16 BUDGET Proposed for Approval</b>	<b>VARIANCE to Previous Year Revised Budget</b>		<b>INCOME</b>	<b>2014 / 15 BUDGET APPROVED 02/12/13</b>	<b>ACTUAL to 24 Nov 2014</b>	<b>PROJECTED TO END MARCH 2014</b>	<b>2015/16 BUDGET Proposed for Approval</b>	<b>VARIANCE to Previous Year Revised Budget</b>
<b>Property Running Costs</b>													
<b>Pump Rooms</b>								<b>Pump Rooms</b>					
Gas	1500	1500	258.81	1,300	1,300	-200		Bookings	4000	2544	3500	4000	
Electricity	1500	1500	402.12	1,100	1,100	-400							
Water	200	200		100	150	-50							
Rates	3100	3100	2,412.40	3,015	3,100								
Building Maintenance	2000	3330	1,606.31	3,330	2,000	-1,330							
Fire Extinguishers/Alarm	400	200	85.00	200	200								
Electrical Maintenance/Checks	200	200	13.20	200	200								
Boiler Maintenance	200	200		200	200								
Cleaning Materials/Disposables	50	50	21.22	50	50								
Wedding License	500	500	500.00	500	-	-500							
Project Reserves	4000	4000	4,000.00	4,000	4,000								
<b>Pump Rooms</b>	<b>13650</b>	<b>14780</b>	<b>9299.06</b>	<b>13,995</b>	<b>12,300</b>	<b>-2,480</b>							
<b>Regal &amp; Community Centre</b>								<b>Regal &amp; Community Centre</b>					
Building Maintenance	2500	2500	560.38	2,500	2,500			RTT Rent	4400	2202	4,400.00	4400	
Project Reserves	4000	4000		4,000	4,000								
Trust Donation	10000	10000	10,000.00	10,000	10,000								
<b>Regal &amp; Community Centre</b>	<b>16500</b>	<b>16500</b>	<b>10560.38</b>	<b>16,500</b>	<b>16,500</b>								
<b>Pavilion &amp; Groundsmans Shed</b>								<b>Pavilion &amp; Groundsmans Shed</b>					
Electricity	1100	1100	211.88	1,100	1,100								
Water	200	200	92.26	100	150	-50							
Rates	400	400	263.70	330	340	-60							
Building Maintenance	500	500		500	500								
Electrical Maintenance	500	500	234.00	400	500								
Pavilion Roof Maintenance	500	250		250	250								
Project Reserves	2000	2000	2,000.00	2,000	2,000								
<b>Pavilion &amp; Groundsmans Shed</b>	<b>5200</b>	<b>4950</b>	<b>2801.84</b>	<b>4,680</b>	<b>4,840</b>	<b>-110</b>							
<b>Changing Rooms</b>								<b>Changing Rooms</b>					
Electricity	550	550	114.85	550	550			Changing Rooms Meter	400	91.00	250.00	250	-150
Water	200	200	115.63	170	170	-30							
Building Maintenance	500	500	22.34	500	500								
Electrical Maintenance	500	500	49.50	500	500								
Project Reserves	1000	1000	1,000.00	1,000	2,000	1,000							
<b>Changing Rooms</b>	<b>2750</b>	<b>2750</b>	<b>1302.32</b>	<b>2,720</b>	<b>3,720</b>	<b>970</b>							
<b>Subtotal</b>	<b>38100</b>	<b>38,980</b>	<b>23963.6</b>	<b>37,895</b>	<b>37,360</b>	<b>-1,620</b>							
<b>Contingency Fund</b>	1000	1000		1,000	1,000								
<b>PREMISES</b>	<b>39100</b>	<b>39,980</b>	<b>19963.6</b>	<b>38,895</b>	<b>38,360</b>	<b>-1,620</b>		<b>PREMISES</b>	<b>8800</b>	<b>4837</b>	<b>8150</b>	<b>8650</b>	<b>-150</b>

2015/16 Proposed Budget

**AMENITIES**

<b>EXPENDITURE</b>	<b>2014 / 15 BUDGET APPROVED 02/12/13</b>	<b>2014 /15 REVISED 20/10/14</b>	<b>ACTUAL to 24 Nov 2014</b>	<b>PROJECTED TO END MARCH 2014</b>	<b>2015/16 BUDGET Proposed for Approval</b>	<b>VARIANCE to Previous Year Revised Budget</b>	<b>INCOME</b>	<b>2014 / 15 BUDGET APPROVE D 02/12/13</b>	<b>ACTUAL to 24 Nov 2014</b>	<b>PROJECTED TO END MARCH 2014</b>	<b>2015/16 BUDGET Proposed for Approval</b>	<b>VARIANCE to Previous Year Revised Budget</b>
<b>Property Running Costs</b>												
<b>Bowling Green</b>												
Treatment & Scarifying	1500	2400	45.00	2,400	1,500	-900	Bowling Green					
							Bowling Club	560	561.00	561	572	12
							Bowling League	560	561.00	561	572	12
<b>Bowling Green</b>	<b>1500</b>	<b>2400</b>	<b>45.00</b>	<b>2,400</b>	<b>1,500</b>	<b>-900</b>		<b>1120</b>	<b>1122</b>	<b>1122</b>	<b>1144</b>	<b>24</b>
<b>Tennis Courts</b>							Tennis Courts					
Repair & Upkeep	1200	1200	4996.55	5,200	1,500	300	Tennis Club Fees	980	982.00	982	1002	22
Tennis Courts Project Reserves	2000	2000	2000.00	2,000	4,000	2,000	Pay per Use Fees	250	102.00	250	150	-100
<b>Tennis Courts</b>	<b>3200</b>	<b>3200</b>	<b>6996.55</b>	<b>7,200</b>	<b>5,500</b>	<b>2,300</b>		<b>1,230.00</b>	<b>1,084.00</b>	<b>1232</b>	<b>1152</b>	<b>-78</b>
<b>Burgage</b>												
Grass Cutting	1900	2300	2,193.75	2,300	2,300		Bonfire	120	120.00	120	120	
Kyre Bank Strimming	800	800	600.00	800	800		Car Boot Sales	600	620.00	600	600	
Play Area	500	500	24.25	500	500							
Shrubs & Flowers	400	400	82.50	400	400							
Japanese Knotweed	500	500	500.00	500	500							
Premises License	100	70	70.00	70	80	10						
Honeycomb Grid for Access	2000	2000	2,000.00	2,000	2,000							
New Play Area Fund	2000	2000	2,000.00	2,000		-2,000						
<b>Burgage</b>	<b>8200</b>	<b>8570</b>	<b>7,470.50</b>	<b>8,570</b>	<b>6,580</b>	<b>-1,990</b>		<b>720.00</b>	<b>740.00</b>	<b>720</b>	<b>720</b>	
<b>Palmers</b>							<b>Palmers</b>					
Grass Cutting	1900	2300	2193.75	2,300	2,300		Football Club	1006	997.00	1006	1006	
Hedge Cutting		150	100.00	150	200	50	Rugby Club	614	458.50	614	614	
Car Park Rates	4300	4300	3391.00	4,239	4,360	60	May Fair		735.00	735	735	735
Car Park - Re Paint Lines	1000	1000	1000	1,000	-	-1,000	Skip Rent, annual.		450.00	450	225	225
Project Reserves Skate Park	2000	2000	2000	2,000	2,000		Scout Hut	5	5.00	5	5	
Project Reserves Car Park	4000	4000	4000	4,000	4,000							
<b>Palmers</b>	<b>13200</b>	<b>13750</b>	<b>12684.75</b>	<b>13,689</b>	<b>12,860</b>	<b>-890</b>		<b>1,625.00</b>	<b>2,645.50</b>	<b>2810</b>	<b>2585</b>	<b>960</b>
<b>General Costs</b>							<b>Other</b>					
Groundsman Tools	500	800	438.94	700	750	-50	Cemetery charges	205	80.00	120	200	-5
Petrol/Diesel	300	150	85.92	100	150							
Maintenance of Equipment	600	750	481.00	700	600	-150						
Maintenance Costs	1000	1200	951.37	1,200	1,200							
Tree Work	1000	100	3,245.00	3,600	1,000	900		<b>205.00</b>	<b>80.00</b>	<b>120</b>	<b>200</b>	<b>-5</b>
Tree Work Reserves					1,000							
Groundsman's Training	700	580	7.50	580	700	120						
<b>General Costs</b>	<b>4100</b>	<b>3580</b>	<b>5209.73</b>	<b>6,880</b>	<b>5,400</b>	<b>820</b>						
<b>SUBTOTAL</b>	<b>30200</b>	<b>31500</b>	<b>32406.53</b>	<b>38,739</b>	<b>31,840</b>	<b>-660</b>						
<b>Contingency Fund</b>	1000	200		200	1,000	800						
<b>AMENITIES TOTAL</b>	<b>31200</b>	<b>31700</b>	<b>32406.53</b>	<b>38,939</b>	<b>32,840</b>	<b>1,140</b>	<b>AMENITIES</b>	<b>4,900</b>	<b>5,672</b>	<b>6004</b>	<b>5801</b>	<b>901</b>

2015/16 Proposed Budget

**ADMINISTRATION**

<b>EXPENDITURE</b>	<b>2014 / 15 BUDGET APPROVED 02/12/13</b>	<b>2014 /15 REVISED 20/10/14</b>	<b>ACTUAL to 24 Nov 2014</b>	<b>PROJECTED TO END MARCH 2014</b>	<b>2015/16 BUDGET Proposed for Approval</b>	<b>VARIANCE to Previous Year Revised Budget</b>	<b>INCOME</b>	<b>2014 / 15 BUDGET APPROVED 02/12/13</b>	<b>ACTUAL to 24 Nov 2014</b>	<b>PROJECTED TO END MARCH 2014</b>	<b>2015/16 BUDGET Proposed for Approval</b>	<b>VARIANCE to Previous Year Revised Budget</b>
Petty Cash	200	200	100.00	200	200							
Telephone/Broadband	600	600	301.34	600	600							
Stationery & Misc.	450	300	53.00	300	300							
Photocopying	450	600	449.15	600	600							
Lone Worker Alarm	160	120	79.08	120	120							
Computer& software	300	210		210	300	90						
	<b>2160</b>	<b>2030</b>	<b>982.57</b>	<b>2,030</b>	<b>2,120</b>	90						
<b>Council Running Costs</b>												
Audit etc.	1500	600	600.00	600	750	150	Recovered VAT	9000	4,986.67	9000	9000	
Internal Auditors Fee	200	200	200.00	200	250	50	Wayleaves	45	46.38	45	45	
Elections	700	700	700.00	700	700		Interest on A/Cs			20	20	20
Fees (Legal)	1000	1000		1,000	1,000		Hereford and Worcester A/C	10		10	10	
Memberships CALC/SLCC	1200	1200	1,050.33	1,200	1,200							
Training Courses	500	500	414.90	500	500							
Travel Allowances	200	200	78.00	200	200							
Insurance (all buildings)	5500	5500	5,448.05	5,500	5,500							
Employers Nat.Ins	4500	4500	2,132.62	4,500	4,500							
	<b>15300</b>	<b>14400</b>	<b>10623.9</b>	<b>14,400</b>	<b>14,600</b>	200						
<b>Community Services</b>												
Street Lighting	2500	2500	1,026.42	2,500	2,500							
Hanging Baskets	1000	1000	1,813.65	1,000	1,000		Hanging Baskets	1,000.00	550.00	1089	1000	
Bus shelter, maintenance/cleaning	400	200	115.00	200	200							
Flood Clean Up Reserves					1,000	1,000						
	<b>3900</b>	<b>3700</b>	<b>2955.07</b>	<b>3,700</b>	<b>4,700</b>	1,000						
<b>Donations</b>												
Tenbury in Bloom	150	150	150.00	150	150							
Tenbury Tourism	350	350	350.00	350	350							
Tenbury CAB	1000	1000	1,000.00	1,000	1,000							
Tenbury CoT Christmas Lights	500	500	500.00	500	500							
Tenbury Transport Trust					500	500						
	<b>2000</b>	<b>2000</b>	<b>2000</b>	<b>2,000</b>	<b>2,500</b>	500						
<b>Promotion</b>												
Advertising	1000	850	452.00	850	1,000	150						
Web Site	150	150		150	150							
	<b>1150</b>	<b>1000</b>	<b>452</b>	<b>1,000</b>	<b>1,150</b>	150						
<b>Loans</b>												
Public Works Loan Board(all loans)	3950	3950	1,970.83	3,950	2,701	-1,249						
	<b>3950</b>	<b>3950</b>	<b>1970.83</b>	<b>3,950</b>	<b>2,701</b>	-1,249						
<b>Payback Schemes</b>												
Lengthsman	3000	3000	1,472.00	3,000	3,000		Lengthsman	3000	1,472.00	3000	3000	
Footpaths	500	500		500	500		Footpaths	500		500	500	
Rate Relief	150	150	147.61	150	150		Rate Relief	150	147.61	150	150	
	<b>3650</b>	<b>3650</b>	<b>1619.61</b>	<b>3,650</b>	<b>3,650</b>							
	<b>32110</b>	<b>30730</b>	<b>20603.98</b>	<b>30,730</b>	<b>31,421</b>	691						
<b>Bank Charges</b>		250	134.50	250	250							
<b>Contingency Fund</b>	1000	750	798.00	750	1,000	250						
<b>ADMIN SUB TOTAL</b>	<b>33110</b>	<b>31730</b>	<b>21536.48</b>	<b>31,730</b>	<b>32,671</b>	941						
<b>WAGES/ALLOWANCES</b>												
Civic Function Fund	1500	1500	895.40	1,500	1,500							
SALARIES	60000	60000	38,800.22	60,000	62,000	2,000						
<b>WAGES/ALLOWANCES TOTAL</b>	<b>61500</b>	<b>61500</b>	<b>39695.62</b>	<b>61,500</b>	<b>63,500</b>	2,000						
<b>ADMIN GRAND TOTAL</b>	<b>94610</b>	<b>93230</b>	<b>61232.1</b>	<b>93,230</b>	<b>96,171</b>	2,941	<b>ADMIN GRAND TOTAL</b>	<b>13,705.00</b>	<b>6,652.66</b>	<b>13814</b>	<b>13725</b>	20