

Minutes of the **FINANCE AND STAFFING Committee** meeting held on **TUESDAY 1st September 2015 at 7:30 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr J Fielder (Deputy Chair), Cllr D Ingram, Cllr J Morgan, Cllr D Patrick, Cllr S Perry, Cllr M. Willis (Mayor)

APOLOGIES: Cllr S Bowkett, Cllr E Weston (Chair),

IN ATTENDANCE: Town Clerk

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

Apologies had been received from Cllr S. Bowkett and Cllr E. Weston.

RESOLVED that apologies be accepted.

4.2 Declarations of Interest.

None

4.3 Public Participation

None

4.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 27th July 2015.

The Minutes of the previous meeting held on 27th July 2015 were approved and signed by the Chairman as a true and correct record of proceedings.

4.5 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. The Clerk was to check the final receipts for hanging baskets and report back at the next meeting.

RESOLVED that the budget position to date be accepted.

4.6 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.

4.7 To approve the Monthly Accounts for August 2015 and the Outstanding Accounts for September 2015 for recommendation to Full Council.

Attached Appendix B

RESOLVED that the Monthly Accounts to August 2015 and any Outstanding Accounts for September 2015 be approved and so presented for ratification by Full Council.

4.8 To consider proposals for amendments to financial management policies with regard to reporting dates and presentation of financial information.

Proposals had been circulated to members ahead of the meeting (Attached Appendix C). Members agreed that the proposals would improve understanding of the financial information without the need to change meeting dates. It was also agreed that the proposed amended authorisation limits would allow more efficient management of payments while still ensuring good financial control.

RESOLVED to approve the amended procedures and authorisation limits and to and to recommend them for adoption by full Council

The Clerk left the Chamber at this point in the meeting and notes were taken by the Mayor.

4.9 To receive recommendations regarding staff pension provision.

Cllr Patrick had prepared a report which had been circulated to members ahead of the meeting. The Council had previously resolved that the preferred scheme would be the Local Government Pension Scheme (LGPS) but with the proviso that further due diligence was required to ensure that the financial implications of the scheme in relation to other alternatives were clearly understood. Clarity was also sought with regard to the responsibility of the final employer under the LGPS scheme in relation to any employee who transferred an existing pension entitlement. Cllr Patrick’s report reassured members that there should not be any extra costs associated with employees transferring from another scheme. The Council had previously been worried to hear that Lydney Town Council had found itself liable for a large sum when their Clerk retired early under the LGPS scheme. Cllr Patrick explained that this was due to the fact that the Clerk had been allowed to retire early on ill-health grounds thus leaving the Council liable for topping up the individual pension fund. Better understanding of the LGPS scheme could have avoided this and he did not envisage the same scenario occurring in Tenbury.

Cllr Patrick’s report highlighted that there would be a significant difference between the contributions that TTC would have to make under the LGPS compared to its contributions to any other type of scheme, and likewise there would be an equally significant difference in benefits to employees on retirement. The reason for this is that the LGPS is fundamentally different from any other scheme that TTC could access in being a defined benefit scheme based on earnings. All other schemes effectively accumulate a pot of money for the employee with which to purchase an annuity, or indeed to spend under current legislation. It was noted that the previous Council had understood the LGPS to be a more expensive scheme but that the relative benefits of other schemes had not been made clear.

Members felt it was still necessary to understand the relevant benefits of all schemes alongside their cost before the final pension scheme could be confirmed.

RESOLVED that the working party should continue due diligence with the help of an independent advisor to look at schemes other than the LGPS for a clear understanding of the costs and benefits to employees

The Clerk returned to the Chamber.

4.10 To be notified of the resignation of the Administration Assistant and to delegate authority to re-consider the requirements of the post and to appoint a replacement.

Members noted the resignation and all agreed that a replacement must be found as soon as possible. It was suggested that details of the position be reviewed prior to the advertising for a replacement to better tailor the role to current requirements.

RESOLVED to mandate the Mayor, Cllr Fielder and Cllr Patrick to form a working party to review the job description and proceed with advertising the position.

4.11 Correspondence

The Annual Return had been received back from the External Auditors and would be reviewed by Full Council

4.12 Councillors’ reports and items for future agenda

None

Meeting closed at 8:56 pm

Signed

Dated

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FACILITIES							FACILITIES				
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2015-16	2015-16	2015-16	Jul-15	Aug-15			2015-16	Jul-15	Aug-15	
Pump Rooms							Pump Rooms				
Gas	1300		1300	183.08	183.08	14%	Bookings	4000	1541.5	2090.5	52%
Electricity	1100		1100	218.04	305.22	28%					
Water	150		150								
Rates	3100		3100	1,230.00	1,537.00	50%					
Building Maintenance	2000		2000	170.71	170.71	9%					
Fire Extinguishers/Alarm	200		200	90.00	90.00	45%					
Electrical Maintenance/Checks	200		200								
Boiler Maintenance	200		200	85.00	85.00	43%					
Cleaning Materials/Disposables	50		50								
Wedding License		1750	1750		1,750.00	100%					
Project Reserves	4000		4000								
Pump Rooms	12300	1750	14050	1,976.83	4,121.01	29%		4,000.00	1541.5	2090.5	52%
Regal							Regal				
Building Maintenance	2500		2500		915.48	37%					
Project Reserves	4000		4000	1,984.50	4,000.00	100%	Rent	4400	1,468.00	1,835.00	42%
RTT Grant Donation	10000		10000	5,000.00	5,000.00	50%					
Regal	16500		16500	6984.5	9915.48	60%		4400	1468	1835	42%
REGAL & PUMP ROOMS	28800	1750	30550	8961.33	14036.49	46%	REGAL & PUMP ROOMS	8400	3009.5	3925.5	42%
Palmers Meadow							Palmers Meadow				
Grass Cutting	2300		2300	330.00	330.00	14%	Football Club	1006	246.50	493.00	49%
Hedge Cutting	200		200				Rugby Club	614			
Car Park Rates	4360		4360	1728.00	2160.00	50%	May Fair	735	735.00	735.00	
Repainting of Carpark Lines		2000	2000				Scout Hut	5			
Project Reserves Skate Park	2000		2000	500.00	500.00	25%	Skip Rent, annual.	225			
Project Reserves Car Park	4000		4000								
Changing Rooms	12,860.00	2,000.00	14860	2,058.00	2,490.00	17%		2,585.00	981.50	1,228.00	48%
Electricity	550		550	108.13	108.13	20%	Changing Rooms Meter	250	51.00	51.00	20%
Water	170		170	78.29	78.29	46%					
Building Maintenance	500		500		200.00	40%					
Electrical Maintenance	500		500								
Project Reserves	2000		2000								
Changing Rooms	3720		3720	186.42	386.42	10%		250	51	51	20%
PALMERS MEADOW	16580	2000	18580	2244.42	2876.42	15%	PALMERS MEADOW	2,835.00	1032.5	1279	45%

FACILITIES							FACILITIES				
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget ReAFhed TO DATE
	2015-16	2015-16	2015-16	Jul-15	Aug-15			2015-16	Jul-15	Aug-15	
The Burgage											
Grass Cutting	2300		2300	330.00	330.00	14%	Bonfire	120			
Kyre Bank Strimming	800		800								
Play Area	500		500	30.00	30.00	6%	Car Boot Sales	600	800.00	800.00	133%
Shrubs & Flowers	400		400								
Japanese Knotweed	500		500								
Premises License	80		80	70.00	70.00	88%					
Honeycomb Grid for Access	2000	11750	13750	11,750.00	11,750.00	85%					
	6580	11750	18330	12180	12180	66%		720	800	800	111%
Bowling Green											
Treatment & Scarifying	1500		1500	50.00	75.00	5%	Bowling Club	572		572.00	100%
							Bowling League	572			
							Pay per Use Fees				
	1500		1500	50	75	5%		1144		572	50%
Tennis Courts											
Repair & Upkeep	1500	750	2250	750.00	750.00	33%	Tennis Club Fees	1002		984.00	98%
Tennis Courts Project Reserves	4000		4000				Pay per Use Fees	150	38.00	38.00	25%
	5500	750	6250	750	750	12%		1152	38	1022	89%
Pavilion & Groundsmans Shed											
Electricity	1100		1100	119.98	119.98	11%					
Water	150		150	95.18	95.18	63%					
Rates	340		340	132.00	166.00	49%					
Building Maintenance	500		500								
Electrical Maintenance	500		500		57.95	12%					
Pavilion Roof Maintenance	250		250								
Project Reserves	2000		2000								
	4840		4840	347.16	439.11	9%		-			
THE BURGAGE	18420	12500	30920	13,327.16	13,444.11	43%	THE BURGAGE	3,016.00	838	2394	79%
General Costs											
Groundsman Tools	750		750	714.23	714.23	95%	Cemetery charges	200			
Petrol/Diesel	150		150	46.87	81.16	54%					
Maintenance of Equipment	600		600	70.00	135.00	23%					
Maintenance Costs	1200		1200	305.62	312.12	26%					
Tree Work	1000		1000	225.00	225.00	23%					
Tree Reserves	1000		1000								
Groundsman Training	700		700								
	5400		5400	1361.72	1467.51	27%		200	-	-	
Subtotal	69,200.00	16250	85450	25894.63	31824.53	37%		14451	4880	7598.5	53%
Contingency Fund	2000		2000								
FACILITIES TOTAL	71200	16250	87450	25895	31825	36%	FACILITIES TOTAL	14451	4880	7598.5	53%

ADMINISTRATION							ADMINISTRATION				
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget ReAFhed TO DATE
	2015-16	2015-16	2015-16	Jul-15	Aug-15			2015-16	Jul-15	Aug-15	
Petty Cash	200		200	200.00	200.00	100%					
Telephone/Broadband	600		600	138.97	150.12	25%					
Stationery & Misc.	300		300	60.41	60.41	20%					
Photocopying	600		600	160.16	250.46	42%					
Lone Worker Alarm	120		120	56.42	56.42	47%					
Computer & software	300		300								
	2,120.00	-	2120	615.96	717.41	34%		-			
Council Running Costs							Council Running Costs				
Audit etc.	750		750		400.00	53%	Recovered VAT	9000			
Internal Auditors Fee	250		250	150.00	150.00	60%	Wayleaves	45			
Elections	700		700		52.98	8%					
Fees (Legal)	1000		1000				Interest on A/Cs	20	110.91	110.91	555%
Memberships CALC/SLCC	1200		1200	925.64	925.64	77%	Hereford and Worcester A/C	10			
Training Courses	500		500	221.77	221.77	44%					
Travel Allowances	200		200								
Insurance (all buildings)	5500		5500	5,819.65	5,819.65	106%					
Bank Charges	250		250	16.62	16.62	7%					
Employers Nat.Ins	4500		4500	1,084.10	1,084.10	24%					
	14850		14850	8217.78	8670.76	58%		9075	110.91	110.91	1%
Community Services							Community Services				
Street Lighting	2500		2500	511.09	511.09	20%					
Hanging Baskets	1000		1000	1,881.45	1,881.45	188%	Hanging Baskets	1000	1000.00	1,000.00	100%
Bus shelter, maintenance/cleaning	200		200	30.00	30.00	15%					
Flood Clean Up Reserves	1000		1000	30.00	30.00	3%					
	4,700.00	-	4700	2,452.54	2,452.54	52%		1,000.00	1,000.00	1,000.00	100%
Donations							Donations				
Tenbury in Bloom	150		150	150.00	150.00	100%					
Tenbury Tourism	350		350	350.00	350.00	100%					
Tenbury CAB	1000		1000		1,000.00	100%					
Tenbury CoT Christmas Lights	500		500	500.00	500.00	100%					
Tenbury Transport Trust	500		500	500.00	500.00	100%					
	2500		2500	1500	2500	100%					
Promotion							Promotion				
Advertising	1000		1000	40.00	554.00	55%					
Web Site	150		150								
	1,150.00	-	1150	40.00	554.00	48%					
Loans							Loans				
Public Works Loan Board(all loans)	2701		2701	1,970.83	1,970.83	73%					
	2701		2701	1970.83	1970.83	73%					

ADMINISTRATION							ADMINISTRATION				
Payback Schemes							Payback Schemes				
Lengthsman	3000	3000	655.50	879.75	29%	Lengthsman	3000	655.50	655.50	22%	
Footpaths	500	500				Footpaths	500				
Rate Relief	150	150	150.98	150.98	101%	Rate Relief	150				
	3650	3650	806.48	1030.73	28%		3650	655.5	655.5	18%	
SUB TOTAL	31671	31671	15603.59	17896.27	57%	SUB TOTAL	13725	1766.41	1766.41	13%	
Contingency Fund	1000	1000	500.00	500.00	50%						
ADMIN SUB TOTAL	32671	32671	16103.59	18396.27	56%	ADMIN SUB TOTAL	13725	1766.41	1766.41	13%	
WAGES/ALLOWANCES							WAGES/ALLOWANCES				
Mayors Allowance	1500	1500	90.00	214.85	14%						
SALARIES	62000	62000	20,545.73	24,630.25	40%						
WAGES/ALLOWANCES TOTAL	63500	63500	20635.73	24845.1	39%						
ADMIN GRAND TOTAL	96171	96171	36739.32	43241.37	45%	ADMIN GRAND TOTAL	13725	1766.41	1766.41	13%	

OVERVIEW							OVERVIEW				
EXPENDITURE	2013/14	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	BUDGET	2015-16	2015-16	Jul-15	Aug-15			2015-16	Jul-15	Aug-15	
FACILITIES	71200	16250	87450	25,894.63	31,824.53	36%	FACILITIES	14451	4,880.00	7,598.50	53%
ADMINISTRATION	96171		96171	36,739.32	43,241.37	45%	ADMINISTRATION	13725	1,766.41	1,766.41	13%
SUBTOTAL	167371	16250	183621	62634	75066	41%	SUBTOTAL	28176	6,646.41	9,364.91	33%
							PRECEPT	127142	63,571.00	63,571.00	50%
							Parish Grant	12053	6,026.50	6,026.50	50%
GRAND TOTAL	167371	16250	183621	62634	75066	41%	GRAND TOTAL	167371	76244	78962	47%

Financial Year ending 31/03/16	CURRENT		RESERVES		TOTALS
	UNITY TRUST	UNITY TRUST	Alto Card Petty Cash	WCC Deposit A/C	
Balance at 27/07/2015 (cash at bank and in hand)	25904.51	60179.46	161.14	953.46	87198.57
Balance at 28/08/2015 (cash at bank and in hand)	10312.36	60179.46	148.61	953.46	71593.89
Variance	-15592.15	0.00	-12.53	0.00	-15604.68

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts		Reference
WORCESTERSHIRE C.C		28/07/15	431.25		Recycling Q1
Direct Debit (OPUS ENERGY L'	1516095	28/07/15	-61.89		Pump Rooms Electric
Transaction: Credit		29/07/15	150.00		Cheques Received
SLCC	1516070	30/07/15	-90.00		Clerk VAT Course
SALARY PAYMENTS JULY	M6	30/07/15	-4379.24		SALARY PAYMENTS
Advantage Business Supplies I	1516068	31/07/15	-36.92		Folders, Paper Towels, Toilet Rolls etc
Tenbury in Bloom	1516075	31/07/15	-150.00		Donation Cheque 300004
Unifire & Security Limited	1516097	03/08/15	-69.54		The Recreation Ground - Inspection & Replacemen
Mayor Mark Willis	1516101	03/08/15	-86.85		Mileage Claim
Roger Knight & Co	1516102	03/08/15	-240.00		Football Changing Rooms - Inspection & Report
UK Fuels	1516108	05/08/15	-41.15		Petrol for Mowers
Regal Tenbury Trust		05/08/15	367.00		Regal Rent
Orange Payment Processing	1516109	07/08/15	-7.44		Groundsman's Phone
Cool Moves		07/08/15	144.00		Hire Pump Rooms
West Mercia Supplies	1516098	11/08/15	-108.36		Lease from 13.08.15 to 12.11.15
Petty Cash		12/08/15		-12.53	
Jaytee Publicity	1516099	14/08/15	-50.00		Eighth Page Advert in Tenbury Wells Tourist Guide
Jaytee Publicity	1516100	14/08/15	-165.00		Half Page Advert in Tenbury Wells Tourist Guide 2C
Mainstream Digital Ltd	1516110	14/08/15	-5.94		Call charges 01.07.15 - 29.07.15
Malvern Hills District Council	1516104	17/08/15	-432.00		Rates Palmers Car Park
Malvern Hills District Council	1516105	17/08/15	-34.00		Rates Pavilion Burgage
Malvern Hills District Council	1516106	17/08/15	-307.00		Rates Pump Rooms
J&C Joel	1516103	21/08/15	-3517.18		Regal curtain motor
Barclaycard	1516107	21/08/15	-1750.00		Credit Card Transactions July 2014
WCC		21/08/15	60.00		Health Walks
COOL MOVES DANCE &		24/08/15	72.00		Hire Pump Rooms
HENRY MJ		24/08/15	50.00		Wedding
L Renshaw		24/08/15	99.00		Pilates
SALARY PAYMENTS AUGUST	M5	28/08/15	-4084.52		SALARY PAYMENTS
Mr C. Bunn	1516111	28/08/15	-224.25		Lengthsman July
Andy's Mower Service	1516112	28/08/15	-65.00		Repairs to Bowling Green Mower
Local Authority Publishing Ltd	1516113	28/08/15	-240.00		Ludlow Guide Wedding Advert
Malvern Hills District Council	1516114	28/08/15	-52.98		Uncontested Election Costs 7th May 2015
J G Banfield & Sons Ltd	1516115	28/08/15	-7.80		Trimmer Line
Tenbury Plant & Tool Hire	1516116	28/08/15	-30.00		Hire Drum Roller for Bowling Green
Opus Energy	1516117	28/08/15	-91.54		Electric Pump Rooms 12/07/15 - 11/08/15
Grant Thornton UK LLP	1516118	28/08/15	-480.00		2015 Annual Return Fee
Minerva Publications	1516120	28/08/15	-118.80		Advert in Ludlow Lifestyle Weddings Issue
Ludlow Mayor Charity Event	1516121	28/08/15	-8.00		Tickets x 2 19th September 2015
Bewdley Mayor Charity Event	1516122	28/08/15	-30.00		Tickets x 2 19th August 2015

TRANSACTION TOTALS for AUGUST	-15592.15	0.00	-12.53	0.00	0.00	-15604.68
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TRANSACTIONS - NOT YET CLEARED ACCOUNTS

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
History Society	1514816			£ 72.00				Hire Pump Rooms
Hilary Foxwell	1515016			£ 52.00				Hire Pump Rooms
TUFC		24/06/15		£ 6.00				Repayment of Bank Fee
TUFC	1512616	24/06/15		£ 246.50				Replacement Cheque - TUFC
Tenbury Bowls Club	1514416			£ 572.00				2015/16 Season Fee
Tenbury Tennis Club	1514616			£ 984.00				2015/16 Season Fee
Tenbury CAB		28/08/15	1516119	-£ 1,000.00	£ -	-£ 1,000.00		Donation Cheque 300006

CURRENTLY OUTSTANDING TO END AUGUST	£ 932.50
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CREDIT CARD TRANSACTIONS

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Playdale			£ 67.27	£ 12.46	£ 54.81	APP1516007	Replacement Parts for Swing
Tools Direct			£ 10.65	£ 1.78	£ 8.87	APP1516007	Hose Clamp Kits for Bin Mounting
Garden Camping .com			£ 180.46		£ 180.46	APP1516007	Gazebo for Events

TOTAL FOR AUGUST BILL PAYABLE IN SEPTEMBER	£ 258.38
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SEPTEMBER PAYMENTS CURRENTLY OUTSTANDING

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Malvern Hills District Council			1516104	£ 432.00		£ 432.00		Rates Palmers Car Park
Malvern Hills District Council			1516105	£ 34.00		£ 34.00		Rates Pavilion Burgage
Malvern Hills District Council			1516106	£ 307.00		£ 307.00		Rates Pump Rooms
Barclaycard			1516053	£ 258.38	£ -	£ 258.38		AUGUST Expenditure

CURRENTLY OUTSTANDING TO END SEPTEMBER	£ 1,031.38
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PROPOSALS FOR AMENDMENTS TO FINANCIAL REPORTING AND CONTROL PROCEDURES

At the last Full Council meeting there was discussion regarding the possibility of moving the timing of the Finance meeting so that a fully completed month could be reviewed. It was noted that this could have a knock on effect on the timing of all other meetings.

Instead of altering the timings of meetings I would propose that rather than review a month just as it is ending, which has been the recent practice, we start to follow the more standard business practice of reviewing a month in retrospect. So in the Finance meeting at the end of September we would review August, in October look back on September and so on. This will allow time for items to clear through the accounts and provide a complete month end picture. There would be no need to alter the meeting schedule.

The cumulative v. budget position and statement of accounts would be prepared and circulated by the second Friday following month end for consideration at the next Finance meeting.

I would further propose that at the same time some amendments are made to the Payment Authorisation Limits and Financial Control Procedures currently in place.

This would serve to smooth the day to day management of Council finances while still maintaining sound financial controls.

Payment Authorisation Limits

CURRENT as noted in Financial Regulations :-

- the Clerk, in conjunction with the Mayor or Chairman of the appropriate committee, for any items below £750.
- a duly delegated committee of the council for items over £750; or
- the council for all items over £5,000;

PROPOSED

- Below £350 - The Clerk
- Below £1000 - The Clerk, in conjunction with the Mayor or Chairman of the appropriate Standing Committee
- Below £5000 - A duly delegated Standing Committee of the Council
- Over £5,000 - Full Council

With the new online bank account in place no payment can be made until it has been reviewed and authorised by two Councillors. We are however still also using a manual system requiring separate written authorisation as well – a hangover from previous banking arrangements. This now seems unnecessary duplication. Agreeing a limit which the Clerk may work within before requiring further signatures will mean that the majority of payments can be immediately entered to the banking system for payment approval by two Councillors. The proposed amended controls procedure which is attached sets this out more clearly. The Clerk is only authorised to set up the items for payment in the banking system – items cannot debit the account unless two Councillors also confirm authorisation.

Agreeing a small authorised limit on the Barclaycard will also be of use. The card is primarily used for one off online purchases and it is not always practical to obtain two signatures prior to making a relatively small purchase which would otherwise be permitted.

I would therefore propose that these amended timings and authorisation limits be approved and that the revised Financial Control Procedures be approved and adopted by the Finance and Staffing Committee. The necessary amendments to Financial Regulations could then be recommended for approval by Full Council on 7th September.

Dawn Worgan

Town Clerk/RFO

28/08/15

TENBURY TOWN COUNCIL – FINANCIAL CONTROL PROCEDURES

Expenditure

All Creditor Invoices shall be logged on receipt, within a maximum of 3 days.

The Clerk/RFO is mandated to set up payments via internet banking on behalf of the Council.

Four nominated Councillors shall be nominated and mandated to authorise payments via internet banking with two authorisations necessary for a payment to proceed.

The Clerk/RFO shall endeavour to make all payments by online transfer to save on banking costs and postage.

The Clerk/RFO is **not** authorised to process a payment until the following conditions have been met

- 1) The Clerk/RFO will first ensure that there are sufficient funds in the relevant account to cover the payment
- 2) If insufficient funds are available no payment is authorised and the matter must be referred to the Chair of Finance and the Mayor for further discussion.
- 3) The Clerk/RFO will then ensure that the payment will not exceed the agreed budget for the relevant area of Council business.
- 4) If the item does exceed budget no payment is authorised and the matter must be referred to the Chair of Finance and the Mayor for further discussion. If budgets are to be revised this must be discussed at a Finance Committee meeting prior to further action.

The following procedure will be followed :-

Procedure for Payments

- Invoice received & date stamped
- Identify cost centre and confirm within appropriate budget
- Issue internal control number for the purposes of reconciliation and audit.
- Enter onto accounts system in month when payment due
- **Invoice Value Up to £350**
 - i) Verify sufficient funds available in bank account
 - ii) Add payment in online banking
 - iii) Request signatories to authorise payment
- **Invoice Value from above £350 to £1000**
 - i) Clerk & Chairman of Council or Chairman of the appropriate Standing Committee discuss and agree expenditure. Signed approval completed.
 - ii) Verify sufficient funds available in bank account
 - iii) Authorisation Note signed and dated
 - iv) Add payment in online banking
 - v) Request signatories to authorise payment
- **Invoice Value from above £1000 to £5000**

If minuted approval for exact expenditure has previously been recorded ...

 - i) Verify invoice matches approved amount
 - ii) Verify sufficient funds available in bank account – transfer from Reserves if so approved
 - iii) Add payment in online banking
 - iv) Request signatories to authorise payment

OTHERWISE - refer to Standing Committee and Full Council for discussion and approval.
- **OVER - £5000**

If minuted approval for exact expenditure has previously been recorded ...

 - i) Verify invoice matches approved amount
 - ii) Verify sufficient funds available in bank account – transfer from Reserves if so approved
 - iii) Add payment in online banking
 - iv) Request signatories to authorise payment

OTHERWISE - refer to Standing Committee and Full Council for discussion and approval.

TENBURY TOWN COUNCIL – FINANCIAL CONTROL PROCEDURES

All payments shall be reported to the Finance Committee meeting under a regular agenda item “To confirm payments authorised from Council bank accounts” to demonstrate that payments are being authorised correctly.

Once per month, ahead of the Finance Committee meeting, a reconciliation of the Bank Statements and all Payments and Payment Approvals shall be carried out by the Chairman of the Finance Committee.

Confirmation of reconciliation shall be reported to the Finance Committee and any discrepancies shall be immediately resolved.

Making of any payments without duly authorised approval shall be deemed as gross misconduct by the Clerk/RFO unless very good reason could be given.

Credit Card

The Clerk/RFO is nominated to hold a Company Barclaycard on behalf of the Council.

The Clerk/RFO is **not** authorised to make any purchase with the Barclaycard until the following conditions have been met

- The Clerk/RFO will first ensure that there are sufficient funds in the relevant account to cover the proposed purchase.
- If insufficient funds are available no purchase is authorised and the matter must be referred to the Chair of Finance and the Mayor for further discussion.
- The Clerk/RFO will then ensure that the proposed purchase will not exceed the agreed budget for the relevant area of Council business.
- If the proposed purchase does exceed budget no purchase is authorised and the matter must be referred to the Chair of Finance and the Mayor for further discussion. If budgets are to be revised this must be discussed at a Finance Committee meeting prior to further action.
- All the above conditions having been met the Clerk RFO is authorised to make expenditure of up to £100 using the Barclaycard provided this is reported back to the next Finance meeting.
- For expenditure above £100 details of the proposed purchase shall be provided and a Credit Card Authorisation signed and dated by two Councillors. The Authorisation number shall be recorded against each item for the purposes of reconciliation and audit.
- Any item of expenditure which has previously been agreed and minuted by a Standing Committee may also be paid for by Credit Card if necessary.

All Credit Card transactions in a month will be reported to the next Finance meeting.

Once a purchase has been made Authorisations and order confirmation/invoice will be held on file for reconciliation with the monthly Barclaycard bill.

The Barclaycard Bill shall be paid in full each month by Direct Debit so that no interest fees or charges are incurred.

The Barclay Card Bill will be logged and processed in the same way as any other expenditure as above.

Income

Income shall be logged as soon as it is received and duly reported in monthly reports to the Finance Committee.

Cash and cheques received shall be banked at regular intervals each month.