

Minutes of the **FINANCE AND STAFFING GROUP** meeting to be held on
MONDAY 25TH JANUARY 2016 at 7:15 pm in the Pump Rooms,
Teme Street, Tenbury Wells

PRESENT: Cllr E Weston [**Chair**], Cllr D Ingram, Cllr J Morgan, Cllr D Patrick,
Cllr Mayor M Willis [**Mayor**]

ABSENT: Cllr S Bowkett, Cllr J Fielder, Cllr S Perry

IN ATTENDANCE: Town Clerk and Assistant Town Clerk

9.1 APOLOGIES TO CONSIDER THE ACCEPTANCE OF APOLOGIES FOR ABSENCE FROM COUNCILLORS

Apologies were received from Cllrs Bowkett, Cllr Fielder, and Cllr Perry.

9.2 DECLARATIONS OF INTEREST

None.

9.3 PUBLICATION PARTICIPATION

None.

9.4 TO APPROVE AS A TRUE AND ACCURATE RECORD THE RESOLUTIONS AND MINUTES OF THE PREVIOUS MEETING HELD ON 14TH DECEMBER 2015

The Minutes of the previous meeting held on 14th December 2015 were approved and signed by the Chairman as a true and correct record of proceedings.

9.5 TO REVIEW THE BUDGET FOR THE YEAR AND THE COUNCIL'S FINANCIAL POSITION TO END DECEMBER

Cllr Patrick queried why the employers National Insurance figure was low for this part of the year and the Town Clerk stated that this was because it didn't get paid until January. Cllr Patrick also queried why the VAT figure had gone down. The Town Clerk stated that this was an error and would be amended in time for Full Council..

Attached Appendix A. Members were satisfied that expenditure was according to budget.

9.6 TO CONFIRM PAYMENTS AUTHORISED FROM COUNCIL BANK ACCOUNTS TO END DECEMBER 2015 AND MONTHLY RECONCILIATION OF BANK ACCOUNTS

The Chairman confirmed that the bank accounts reconciled correctly with authorised payments.

9.7 TO APPROVE THE MONTHLY ACCOUNTS FOR DECEMBER 2015 AND THE OUTSTANDING ACCOUNTS FOR JANUARY 2016 FOR RECOMMENDATION TO FULL COUNCIL

The Town Clerk tabled an amended copy of the Council's approval of payments. She explained that the salary figure had been amended from £4,300 to £4,389.28 as she had just received timesheets from members of staff which had slightly increased the figure as some extra hours had been worked over Christmas.

Cllr Ingram queried what the various repair works to Council property involved and the Town Clerk confirmed that this included moving the tennis court net, repairing the tennis court and Burgage gate locks, fitting waste bin on St Michael's Common, repairing the fence on Riverside Walk and repair and fitting the one way sign near the Swimming Pool.

Cllr Patrick queried the PAT testing and how often this was done. The Town Clerk confirmed that this was carried out annually. Cllr Patrick stated that he thought that this did not have to be done every year. The Town Clerk said that the PAT testing was carried out by Brights, and the legislation may have changed but she would confirm the legislation on this.

Attached Appendix B. Resolved that the monthly accounts for December 2015 and the outstanding accounts for January 2016 be approved for recommendation to Full Council.

9.8 CORRESPONDENCE

None.

9.9 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

None.

9.10 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:-

9.11 TO CONSIDER QUOTATIONS FOR INSURANCE

The Town Clerk tabled 3 quotations for insurance. The quotation had been prepared on a like for like basis compared to the current provider. She explained that the Town Council had used for the last three years Zurich and they had continued to include flood cover in their quotation. Zurich representatives had visited to assess cover and some savings had been identified which meant that the quotation was lower than expected. Excesses were between £100 and £250. Quotations had been received for one year, 3 year and 5 year agreements.

An alternative quotation from Ecclesiastical was over £500 more and flood cover was a co-risk meaning that that the Town Council would have to pay the first £10,000 of any flood claim plus 25% of the remainder.

TENBURY TOWN COUNCIL 2014/15 FS09

An alternative quotation from Hiscox was over £1000 more and did not include any flood cover.

Members felt that on this basis they would be wise to remain with Zurich Insurance and proposed on the basis of a 3 year plan.

The Town Clerk noted that Town Council assets had not had an up-to-date valuation for insurance purposes in recent years. She also noted that the reduction in insurance premium would mean that there were some funds left over in the budgeted amount. The Mayor suggested that should the Town Council agree to choose Zurich the savings from this could be used to have the Town Council assets revalued.

Resolved that Zurich be appointed as the Town Council's Insurance provider for the next 3 years and that an up-to-date valuation of the Town Council's buildings be carried out with remaining funds from the insurance budget.

9.12 TO CONSIDER OPTIONS RELATING TO STAFF PENSION

Cllr Patrick stated that following the last meeting he had made contact with two further independent Financial Advisers for alternative quotations on provision of pensions.

Eagle Financial Services would conduct an interview over the telephone and would charge £1,000 with additional time spent at £165 per hour.

Cllr Patrick had met with a representative from Alexander House Financial Services who detailed the various stages they would be able to provide. The initial discussion Cllr Patrick had arranged was no charge and stages 2, 3 and 4 would cost £50 per employee subject to £500 minimum and £1,650 maximum.

After some discussion Members agreed to the proposal from Cllr Patrick that Matthew Taylor from Alexander House Financial Services be confirmed as the Financial Adviser on pensions for the Town Council.

Resolved that Alexander House Financial Services be appointed as the Financial Adviser on Pensions for Tenbury Town Council.

Meeting closed at 8.15 pm

Signed

Dated

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FACILITIES							FACILITIES				
EXPENDITURE	Budget Adjusted 25/09/15	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	ACTUAL	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Nov-15	Dec-15	Dec-15		2015-16	Nov-15	Dec-15	Dec-15
The Burgage											
Grass Cutting	2300		2300	1,995.00	1,995.00	87%	Bonfire	120	120.00	120.00	100%
Weed & Spring Feed + Oversow	890		890				Applefest	120	120.00	120.00	100%
Kyre Bank Strimming	600		600	325.00	325.00	54%					
Play Area	350		350	30.00	30.00	9%	Car Boot Sales	800	840.00	840.00	105%
Shrubs & Flowers	685		685								
Japanese Knotweed	500		500								
Premises License	70		70	70.00	70.00	100%					
Honeycomb Grid for Access	2000	11750	13750	14,850.00	14,850.00	108%					
	7395	11750	19145	17,270.00	17,270.00	90%		1040	1080	1080	104%
Bowling Green											
Treatment & Scarifying	4600		4600	2,752.68	2,752.68	60%	Bowling Club	572	572.00	572.00	100%
							Bowling League	572	572.00	572.00	100%
							Pay per Use Fees				
	4600		4600	2,752.68	2,752.68	60%		1144	1144	1144	100%
Tennis Courts											
Repair & Upkeep	1000	750	1750	750.00	750.00	43%	Tennis Club Fees	984	984.00	984.00	100%
Tennis Courts Project Reserves	4000		4000	4,000.00	4,000.00	100%	Pay per Use Fees	150	96.80	103.20	69%
	5000	750	5750	4,750.00	4,750.00	83%		1134	1080.8	1087.2	96%
Pavilion & Groundsmans Shed											
Electricity	1100		1100	279.00	279.00	25%					
Water	150		150	95.18	95.18	63%					
Rates	340		340	268.00	302.00	89%					
Tidy Up Compost Areas	400		400								
Building Maintenance	400		400	105.57	105.57	26%					
Electrical Maintenance	400		400	57.95	57.95	14%					
Pavilion Roof Maintenance	250		250								
Project Reserves	2000		2000	2,000.00	2,000.00	100%					
	5040		5040	2,805.70	2,839.70	56%					
THE BURGAGE	22035	12500	34535	27,578.38	27,612.38	80%	THE BURGAGE	3318	3304.8	3311.2	100%
General Costs											
Groundsman Tools	800		800	761.73	761.73	95%	Cemetery charges	200		40.00	20%
Petrol/Diesel	150		150	111.08	111.08	74%					
Maintenance of Equipment	500		500	223.95	223.95	45%					
Maintenance Costs	1200		1200	779.04	814.33	68%					
Tree Work	500		500	225.00	225.00	45%					
Tree Reserves	500		500								
Groundsman Training	100		100								
	3750		3750	2,100.80	2,136.09	57%		200	-	40.00	20%
Subtotal	72480	16750	89230	70,861.72	72,018.67	81%		14978	9961.3	11212.2	75%
Contingency Fund	650		650	37.50	37.50	6%					
FACILITIES TOTAL	73130	16750	89880	70899	72056	80%	FACILITIES TOTAL	14978	9961.3	11212.2	75%

ADMINISTRATION							ADMINISTRATION				
EXPENDITURE	Budget Adjusted 25/09/15	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	ACTUAL	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Nov-15	Dec-15	Dec-15		2015-16	Nov-15	Dec-15	Dec-15
Petty Cash	200		200	200.00	200.00	100%					
Telephone/Broadband	500		500	281.28	335.98	67%					
Stationery & Misc.	300		300	235.48	235.48	78%					
Photocopying	500		500	482.81	482.81	97%					
Lone Worker Alarm	120		120	84.63	84.63	71%					
Computer & software	100		100	56.00	56.00	56%					
	1720	-	1720	1,340.20	1,394.90	81%					
Council Running Costs							Council Running Costs				
Audit etc.	400		400	400.00	400.00	100%	Recovered VAT	9000	3,486.57	1,394.63	15%
Internal Auditors Fee	250		250	150.00	150.00	60%	Wayleaves	45	47.02	47.02	104%
Elections	60		60	52.98	52.98	88%					
Fees (Legal)	1000		1000				Interest on A/Cs	229	149.33	207.91	91%
Memberships CALC/SLCC	950		950	925.64	925.64	97%	Hereford and Worcester A/C	4	1.97	1.97	49%
Training Courses	500		500	221.77	221.77	44%					
Travel Allowances	200		200								
Insurance (all buildings)	5820		5820	5,819.65	5,819.65	100%					
Bank Charges	65		65	63.26	63.26	97%					
Pension Advice	500		500								
Employers Nat.Ins	4500		4500	2,121.27	2,121.27	47%					
	14245		14245	9,754.57	9,754.57	68%		9278	3684.89	1651.528	18%
Community Services							Community Services				
Street Lighting	2500		2500	1,028.31	1,028.31	41%					
Hanging Baskets	1882		1882	1,881.45	1,881.45	100%	Hanging Baskets	1000	990.00	990.00	99%
Bus shelter, maintenance/cleaning	150		150	45.00	45.00	30%					
Flood Clean Up Reserves											
	4532	-	4532	2,954.76	2,954.76	65%		1000	990.00	990.00	99%
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	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	2,500.00	2,500.00	100%					
Promotion							Promotion				
Advertising	1150		1150	1,026.33	1,026.33	89%					
Web Site	150		150								
	1300	-	1300	1,026.33	1,026.33	79%					
Loans							Loans				
Public Works Loan Board(all loans)	2701		2701	1,970.83	2,700.75	100%					
	2701		2701	1,970.83	2,700.75	100%					

ADMINISTRATION							ADMINISTRATION				
Payback Schemes							Payback Schemes				
Lengthsman	3000		3000	1,541.00	1,765.25	59%	Lengthsman	3000	1,322.50	1,322.50	44%
Footpaths	500		500				Footpaths	500			
Rate Relief	150		150	150.98	150.98	101%	Rate Relief	150			
	3650		3650	1691.98	1916.23	52%		3650	1322.5	1322.5	36%
SUB TOTAL	30648		30648	21,238.67	22,247.54	73%	SUB TOTAL	13928	5997.39	3964.03	28%
Contingency Fund	523	500	1023	560.00	560.00	55%					
ADMIN SUB TOTAL	31171	500	31671	21,798.67	22,807.54	72%	ADMIN SUB TOTAL	13928	5997	3964	28%
WAGES/ALLOWANCES											
Mayors Allowance	1500		1500	542.10	542.10	36%					
SALARIES	62000		62000	39,068.52	43,280.88	70%					
WAGES/ALLOWANCES TOTAL	63500		63500	39,610.62	43,822.98	69%					
ADMIN GRAND TOTAL	94671	500	95171	61409.29	66630.52	70%	ADMIN GRAND TOTAL	13928	5997.39	3964.028	28%

Neighbourhood Plan							Neighbourhood Plan				
EXPENDITURE	Budget Adjusted 25/09/15	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	ACTUAL	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Nov-15	Dec-15	Dec-15		2015-16	Nov-15	Dec-15	Dec-15
Promotion & Advertising	300		300	165.00	165.00	55%					
Consultants Fees		3,000.00	3000								
Other		200.00	200								
	300	3200	3500	165.00	165.00	5%					

OVERVIEW							OVERVIEW				
EXPENDITURE	Budget Adjusted 25/09/15	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	ACTUAL	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Nov-15	Dec-15	Dec-15		2015-16	Nov-15	Dec-15	Dec-15
FACILITIES	73130	16750	89880	70,899.22	72,056.17	80%	FACILITIES	14978	9,961.30	11,212.20	75%
NEIGHBOURHOOD PLAN	300	3200	3500	165.00	165.00	5%	NEIGHBOURHOOD PLAN				
ADMINISTRATION	94671	500	95171	61,409.29	66,630.52	70%	ADMINISTRATION	13928	5,997.39	3,964.03	28%
SUBTOTAL	168101	20450	188551	132474	138,851.69	74%	SUBTOTAL	28906	15,958.69	15,176.23	53%
							PRECEPT	127330	127,330.00	127,330.00	100%
							Parish Grant	11865	11,865.00	11,865.00	100%
GRAND TOTAL	168101	20450	188551	132474	138,852	74%	GRAND TOTAL	168101	155154	154371	92%

Tenbury Town Council as at end December 2015

prepared 21/01/2016

	CURRENT UNITY TRUST	RESERVES UNITY TRUST	Alto Card & Petty Cash	WCC Deposit A/C	TOTALS
Financial Year ending 31/03/16					
Balance at 30/11/2015 (cash at bank and in hand)	34517.74	76961.46	107.61	955.43	112542.24
Balance at 31/12/2015 (cash at bank and in hand)	27941.53	77735.25	88.17	955.43	106720.38
Variance	-6576.21	773.79	-19.44	0.00	-5821.86

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts	Reference
Mr C. Bunn	1516180	01/12/15	-218.50	Lengthsman for October
Royal British Legion	1516181	01/12/15	-24.00	Remembrance Day Wreath
Severn Trent Water Ltd	1516183	01/12/15	-60.66	Water Changing Rooms 07/05/14 -3/11/14
Caldicotts	1516184	01/12/15	-22.70	2x bags Potfix & 2x 18" x 18" slabs
G E Brights	1516186	01/12/15	-63.00	4ft Tube, Spot Lamp, Tube
NJS Heating Services Ltd	1516187	01/12/15	-96.00	Service Gas Boiler
CM Palethorpe	1516188	01/12/15	-37.50	Fees to research EISF and aid clerk in funding applicat
J Taylor	1516189	01/12/15	-650.00	Supply and fit doors for community centre
Malcs Garden Care	1516190	01/12/15	-67.00	Mole & Rat Treatment
Andys Mower Servicing	1516191	01/12/15	-47.50	Service Bowling Green Mower & Supply Oil
AFH Independent Financial Se	1516192	01/12/15	-600.00	Fee for Auto Enrolment as per fee agreement signed
Avonmore Associates	1516193	01/12/15	-320.92	Carry out works on Bowling green and supply materi
Regal Tenbury Trust		01/12/15	367.00	Regal Rent November
WCC		01/12/15	30.00	2 tickets for James Bond Gala showing
C Palethorpe		01/12/15	15.00	1 ticket for James Bond Gala Showing
Tenbury Museum Society		02/12/15	22.50	Hire Pump Rooms for 2hr AGM Meeting
Cash		02/12/15	210.00	Bond Gala
D Worgan		03/12/15	60.00	4 tickets for James Bond Gala showing
N Selley		04/12/15	30.00	2 tickets for James Bond Gala showing
Tenbury Transport Trust		04/12/15	30.00	2 tickets for James Bond Gala showing
Cheques Paid In 0030		04/12/15	156.00	Cheques Received
Cheques Paid In 0031		04/12/15	300.00	Cheques Received
Regal Tenbury Trust		08/12/15	367.00	Regal Rent December
Orange Payment Processing	1516199	10/12/15	-7.44	Groundsman's Phone
Tenbury News		11/12/15		Stamps for Christmas Cards
British Gas Business	1516198	11/12/15	-289.31	Gas - Pump Rooms 03/09/15 to 20/11/15
WCC		11/12/15	737.67	Q2 Recycling
Mainstream Digital Ltd	1516182	14/12/15	-6.00	Call Charges 01/10/2015 - 31/12/2015
Mainstream Digital	1516203	14/12/15	-58.20	Quarterly Line Rental 14/11/15 - 13/02/16 & Call cha
Malvern Hills District Council	1516194	15/12/15	-432.00	Rates Palmers Car Park
Malvern Hills District Council	1516195	15/12/15	-34.00	Rates Pavilion Burgage
Malvern Hills District Council	1516196	15/12/15	-307.00	Rates Pump Rooms
Public Works Loan Board	1516197	16/12/15	-729.92	Bi Annual Loan Repayment 2
Mr C. Bunn	1516201	16/12/15	-224.25	Lengthsman for November
Banfields	1516202	16/12/15	-42.35	Key cut yale & padlock, trimmer line, lawn rake
Tav's Café	1516204	16/12/15	-500.00	Buffet Mayor's Bond Gala
Jimbo's Bars	1516205	16/12/15	-304.80	Bar & reception drinks Mayor's Bond Gala
S Rogers		16/12/15	50.00	Wedding
SALARIES	M9	17/12/15	-4212.36	SALARIES
Cash		18/12/15	755.00	Bond Gala
Barclaycard	1516200	23/12/15	-63.98	Credit Card Transactions November 2014
Cheques Paid In 0032		23/12/15	225.00	Cheques Received
Cheques Paid In 0033		23/12/15	280.00	Cheques Received
Opus Energy	1516206	29/12/15	-76.78	Electric Pump Rooms 12/11/15 - 11/12/15
Unity Trust		31/12/15	22.46	Credit Interest
Unity Trust		31/12/15		Credit Interest
Internal Transfer			-737.67	36.12 737.67 Internal Transfer of Q2 Recycling

TRANSACTION TOTALS for DECEMBER

-6576.21 773.79 -19.44 0.00

APPROVAL OF PAYMENTS

JANUARY PAYMENTS

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Clr Mark Willis - Mayor		15/12/15	1516207	£ 101.70	£ -	£ 101.70	Mileage Claim
MTM Contracting Ltd	005	14/12/15	1516208	£ 1,650.00	£ 275.00	£ 1,375.00	Mowing Oct & Dec 2nd Riverbank Cut & Shrub Bed Remov
GE Bright	52635	05/12/15	1516209	£ 118.50	£ 19.75	£ 98.75	Pump Rooms PAT Testing
Minerva Publications	M015854	17/12/15	1516210	£ 118.80	£ 19.80	£ 99.00	Advert in Ludlow Lifestyle Weddings Issue
N Power	1.41738E+12	28/12/15	1516211	£ 145.13	£ 6.91	£ 138.22	Electricity Sports Pavillion Rooms - 29/09/15 - 25/12/15
Herefordshire Housing	SIAL/00018576	01/01/16	1516212	£ 28.21		£ 28.21	Clerk Lone Worker Alarm
Orange Payment Processing	1221478160	24/12/15	1516213	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone
Barclaycard		28/12/15	1516214	£ 146.62		£ 146.62	Credit Card Transactions December 2015
Herefordshire Fire Alarm Serv	6115	31/12/15	1516215	£ 108.00	£ 18.00	£ 90.00	Service of Fire Alarms Pump Rooms
West Mercia Supplies	A906438	05/01/16	1516216	£ 185.33	£ 30.89	£ 154.44	Photocopy Charges 26/08/15 - 07/12/15
J G Banfield & Sons Ltd	4774	31/12/15	1516217	£ 18.60	£ 3.10	£ 15.50	Wood Preserver
Caldicott Bros	10414	08/12/15	1516218	£ 65.00	£ 10.83	£ 54.17	Paint, Varnish, Sanding Sheets and Pegs
N Power	LGUWKWZG	09/01/16	1516219	£ 620.07	£ 103.34	£ 516.73	Footpath Lighting - D2m & D2d - 01/10/15 - 31/12/15
Mr C. Bunn	December	31/12/15	1516220	£ 212.75		£ 212.75	Lengthsman for December
A H Caldicott & Sons	dw.7623	12/01/16	1516221	£ 227.59	£ 37.93	£ 189.66	Pavilion Roof Repairs
Herefordshire Fire Protection	T160	14/01/16	1516222	£ 104.75	£ 17.46	£ 104.75	Service of Fire Extinguishers Pump Rooms
West Mercia Supplies	A920378	12/01/16	1516223	£ 108.36	£ 18.06	£ 90.30	Photocopier Lease 13/0216 - 12/05/16
Carpenter Goodwin	291394	15/01/16	1516224	£ 130.00	£ 21.67	£ 108.33	Lawnmower and Strimmer Service
Opus Energy	19604805	12/01/16	1516225	£ 74.18	£ 3.53	£ 70.65	Electric - Pump Rooms - 12/12/15 - 11/01/16
Malvern Hills District Council		15/01/16	1516226	£ 432.00		£ 432.00	Rates Palmers Car Park
Malvern Hills District Council		15/01/16	1516227	£ 34.00		£ 34.00	Rates Pavilion Burgage
Malvern Hills District Council		15/01/16	1516228	£ 307.00		£ 307.00	Rates Pump Rooms
HMRC		21/01/16	1516229	£ 3,208.26		£ 3,208.26	Q3 NICS & TAX Oct to Dec 2015
Mainstream Digital Ltd	720207	31/12/15	1516230	£ 4.52	£ 0.75	£ 3.77	Call Charges 30/11/15 - 17/12/15
Mainstream Digital Ltd	720208	31/12/15	1516231	£ 64.76	£ 10.79	£ 53.97	Quarterly Rental Charges - 12/12/15 - 11/03/16
Chris Holloway	2105	16/01/16	1516232	£ 240.00	£ -	£ 240.00	Various repair works to Council property
SALARIES	M10	28/01/16	M10	£ 4,389.28		£ 4,389.28	SALARIES

TOTAL **£ 12,850.85**

FEBRUARY PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
NONE CURRENTLY OUTSTANDING							

CURRENTLY OUTSTANDING TO END FEBRUARY **£ -**