

Minutes of the **FINANCE AND STAFFING GROUP** meeting to be held on
MONDAY 29TH FEBRUARY 2016 at 7:15 pm in the Pump Rooms,
Teme Street, Tenbury Wells

PRESENT: Cllr S Bowkett, Cllr D Ingram, Cllr J Morgan, Cllr D Patrick, Cllr S Perry, Cllr E Weston [**Chair**], Cllr Mayor M Willis [**Mayor**]
IN ATTENDANCE: Town Clerk and Assistant Town Clerk
APOLOGIES: Cllr J Fielder

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

Apologies were received from Cllr Fielder.

RESOLVED that apologies be accepted.

10.2 DECLARATIONS OF INTEREST

None.

10.3 PUBLICATION PARTICIPATION

None.

10.4 TO APPROVE AS A TRUE AND ACCURATE RECORD THE RESOLUTIONS AND MINUTES OF THE PREVIOUS MEETING HELD ON 25TH JANUARY 2016

The Minutes of the previous meeting held on 25th January 2016 were approved and signed by the Chairman as a true and correct record of proceedings.

10.5 TO REVIEW THE BUDGET FOR THE YEAR AND THE COUNCIL'S FINANCIAL POSITION TO END JANUARY [*Attached Appendix A*].

Cllr Weston queried the changing rooms meter and why the income from it was low and how often the meter was read. The Town Clerk stated that the Groundsman read the meter once per month and that the meter was set on the highest tariff when it was updated 2 years ago. The Town Clerk explained that the meter was set up so that it covers the heating and the hot water. The lights are wired normally and are not linked to the pay meter. As the changing rooms had no windows from a health and safety point of view the lights were separate.

Cllr Ingram stated that the changing rooms compared to last year had not been used that much and a home game had not been played since November due to the pitches being water logged.

Cllr Ingram queried what the role of the lengthsman was and who he was employed by. He also asked if the lengthsman cleaned road signs as there were two road signs just past Bog Lane which were covered in green mould and were not visible.

The Town Clerk stated that the lengthsman was self-employed but sub-contracted by the Town Council. He fills in a timesheet each month which details which areas he has done the work. The Town Council then sends this to County Highways who then refund the Council.

His main role was to make sure that the verges and gulley's and the roads were kept clear mainly in the winter and other times he cuts back trees/branches in these areas.

There had recently been a report of a branch overhanging at Kyre Bank and he went and cut this down. His main area of work is outside of the town rather than in the town itself. The main areas he covers are Kyre Bank, Rochford Road, St Michael's Common etc.

The Town Clerk stated that she was unsure whether as part of the Highways contract it included the cleaning of road signs but she would check with the lengthsman to confirm.

Members were satisfied that expenditure was according to budget.

10.6 TO CONFIRM PAYMENTS AUTHORISED FROM COUNCIL BANK ACCOUNTS TO END JANUARY 2016 AND MONTHLY RECONCILIATION OF BANK ACCOUNTS

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

10.7 TO APPROVE THE MONTHLY ACCOUNTS FOR JANUARY 2016 AND THE OUTSTANDING ACCOUNTS FOR FEBRUARY & MARCH 2016 FOR RECOMMENDATION TO FULL COUNCIL [Attached Appendix B].

RESOLVED that the monthly accounts for January 2016 and the outstanding accounts for February & March 2016 be approved for recommendation to Full Council.

10.8 TO APPROVE A NEW TWO YEAR CONTRACT WITH NPOWER LTD FOR UNMETERED SUPPLIES TO STREETLIGHTS

The Town Clerk stated that Npower were able to offer a new 2 year contract for the unmetered supply of electricity for street lighting which would save around £260 per annum assuming usage rates remain the same. The new contract would offer a lower pence per KWH.

Some of the older light columns in future would need to be replaced. Cllr Ingram asked how much they cost.

The Town Clerk stated that the last one was replaced in Tyrells Lane at a cost of £1,500 which included the cost of replacing the column and resupplying the electric. The cost of replacing just the column was about £1,000.

RESOLVED that the Town Council accept the quotation and take out the two year contract with Npower for the unmetered supply of electricity for streetlighting.

10.9 TO NOTE THE RETIREMENT OF THE EXISTING AUDITOR AND CONSIDER THE APPOINTMENT OF A NEW INTERNAL AUDITOR

The existing Internal Auditor Mrs Yvonne Scriven has decided to retire and had recommended Mrs Diane Malley a former Town Clerk and MAAT qualified Internal Auditor. Mrs Malley is Auditor for over 30 Town and Parish Councils.

The Town Clerk stated that she met with Mrs Malley and confirmed that she was totally independent of the Town Council.

RESOLVED that Mrs Diane Malley be appointed as Internal Auditor to the Town Council with immediate effect.

10.10 TO REVIEW THE PROJECTED END OF YEAR FINANCIAL POSITION VERSUS THE 2015/BUDGET [Attached Appendix C]

The Town Clerk referred to the financial papers circulated to Members and the overspend figures highlighted in yellow. The Town Clerk stated that the overspend was by small amounts. She had proposed adjustments to realign.

More than one fire extinguisher has needed replacing, and the Town Clerk suggested that £100 from the £200 underspend on Opus Electricity for the Pump Rooms could top up the budget for the Fire Extinguishers/Alarm.

The £3,000 budget for the neighbourhood plan had not been spent yet as the Consultants would be invoicing the Town Council after each stage of the project had been completed.

Cllr Ingram asked if the projected balance under spend could be earmarked for projects and the Town Clerk stated that this would be the case.

The Town Clerk tabled the income expenditure and stated that some income was still due. The income from car boots would now come from Bank Holidays as Sunday car boots would not take place in future.

RESOLVED that the projected end of year financial position versus the 2015/2016 budget be accepted and proposed budget realignments be agreed.

10.11 TO BE UPDATED ON EARMARKED AND RESTRICTED RESERVES [Attached Appendix D].

Members noted the breakdown of reserves earmarked for projects and agreed that these were as expected.

Cllr Patrick queried where the £3,000 sum toward the Neighbourhood Plan was as it was not listed separately in reserves. The Town Clerk stated that this was in the current account at present but would be moved back to reserves if not immediately required.

The update on earmarked and restricted reserves was noted.

10.12 CORRESPONDENCE

None.

10.13 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

None.

10.14 EXCLUSION OF 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:-

TO CONSIDER STAFFING MATTERS RELATING TO REMUNERATION

The Mayor stated that Members needed to consider whether they wished the staff of the Town Council to receive a pay increase for the new financial year. After some discussion Members agreed that a 1% increase be rewarded to all staff of the Town Council.

RESOLVED that a pay increase of 1% be awarded to all staff members of the Town Council payable from 1st April 2016.

Meeting closed at 8.20 pm

Signed

Dated

FACILITIES								FACILITIES				
EXPENDITURE	ORIGINAL BUDGET	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	2015-16	Dec-15	Jan-16	Jan-16		2015-16	Dec-15	Jan-16	Jan-16
Pump Rooms								Pump Rooms				
Gas	1300	1300		1300	511.05	511.05	39%	Bookings	4000	2829	2847	71%
Electricity	1100	1100		1100	573.77	644.42	59%					
Water	150	75		75								
Rates	3100	3100		3100	2,765.00	3,072.00	99%					
Building Maintenance	2000	2000		2000	1,197.09	1,197.09	60%					
Fire Extinguishers/Alarm	200	200		200	90.00	267.29	134%					
Electrical Maintenance/Checks	200	200		200	52.50	151.25	76%					
Boiler Maintenance	200	200		200	165.00	165.00	83%					
Cleaning Materials/Disposables	50	50		50								
Wedding License			1750	1750	1,750.00	1,750.00	100%					
Project Reserves	4000	4000		4000	4,000.00	4,000.00	100%					
Pump Rooms	12300	12225	1750	13975	11,104.41	11,758.10	84%		4000	2829	2847	71%
Regal								Regal				
Building Maintenance	2500	6500		6500	6,172.98	6,172.98	95%					
Project Reserves	4000							Rent	4400	3,303.00	3,670.00	83%
RTT Grant Donation	10000	10000		10000	10,000.00	10,000.00	100%					
Regal	16500	16500		16500	16,172.98	16,172.98	98%		4400	3303	3,670.00	83%
REGAL & PUMP ROOMS	28800	28725	1750	30475	27,277.39	27,931.08	92%	REGAL & PUMP ROOMS	8400	6132	6,517.00	83%
Palmers Meadow								Palmers Meadow				
Grass Cutting	2300	2300		2300	1995.00	2180.00	95%	Football Club	1006	493.00	493.00	49%
Weed & Repair Mower Area		1420		1420				Rugby Club	614			
Hedge Cutting	200	200		200	170.00	170.00		May Fair	735	735.00	735.00	100%
Car Park Rates	4360	4360		4360	3888.00	4320.00	99%	Scout Hut	5			
Repainting of Carpark Lines			2000	2000				Skip Rent, annual.	450	450.00	450.00	100%
Project Reserves Skate Park	2000	2000	500	2500	2500.00	2500.00	100%					
Project Reserves Car Park	4000	4000		4000	4000.00	4000.00	100%					
Palmers Meadow	12,860.00	14280	2,500.00	16780	12,553.00	6,670.00	40%		2810	1,678.00	1,678.00	60%
Changing Rooms								Changing Rooms				
Electricity	550	550		550	198.36	208.33	38%	Changing Rooms Meter	250	51.00	51.00	20%
Water	170	140		140	138.95	138.95	99%					
Building Maintenance	500	500		500	200.00	200.00	40%					
Electrical Maintenance	500	500		500								
Project Reserves	2000	2000		2000	2,000.00	2,000.00	100%					
Changing Rooms	3720	3690		3690	2,537.31	2547.28	69%		250	51	51	20%
PALMERS MEADOW	16580	17970	2500	20470	15,090.31	9217.28	45%	PALMERS MEADOW	3060	1729	1729	57%

FACILITIES								FACILITIES				
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	2015-16	2015-16	2015-16	2015-16	Dec-15	Jan-16	Jan-16		2015-16	Dec-15	Jan-16	Jan-16
The Burgage												
Grass Cutting	2300	2300		2300	1,995.00	2,180.00	95%	Bonfire	120	120.00	120.00	100%
Weed & Spring Feed + Oversow		890		890				Applefest	120	120.00	120.00	100%
Kyre Bank Strimming	800	600		600	325.00	650.00	108%					
Play Area	500	350		350	30.00	30.00	9%	Car Boot Sales	800	840.00	840.00	105%
Shrubs & Flowers	400	685		685		636.04	93%					
Japanese Knotweed	500	500		500								
Premises License	80	70		70	70.00	70.00	100%					
Honeycomb Grid for Access	2000	2000	11750	13750	14,850.00	14,850.00	108%					
	6580	7395	11750	19145	17,270.00	18416.04	96%		1040	1080	1,080.00	104%
Bowling Green												
Treatment & Scarifying	1500	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				
	1500	4600		4600	2,752.68	2752.68	60%		1144	1144	1,144.00	100%
Tennis Courts												
Repair & Upkeep	1500	1000	750	1750	779.92	879.92	50%	Tennis Club Fees	984	984.00	984.00	100%
Tennis Courts Project Reserves	4000	4000		4000	4,000.00	4,000.00	100%	Pay per Use Fees	150	103.20	103.20	69%
	5500	5000	750	5750	4,779.92	4879.92	85%		1134	1087.2	1,087.20	96%
Pavilion & Groundsmans Shed												
Electricity	1100	1100		1100	279.00	417.22	38%					
Water	150	150		150	95.18	95.18	63%					
Rates	340	340		340	302.00	336.00	99%					
Tidy Up Compost Areas		400		400								
Building Maintenance	500	400		400	105.57	105.57	26%					
Electrical Maintenance	500	400		400	57.95	57.95	14%					
Pavilion Roof Maintenance	250	250		250		189.66	76%					
Project Reserves	2000	2000		2000	2,000.00	2,000.00	100%					
	4840	5040		5040	2,839.70	3,201.58	64%					
THE BURGAGE	18420	22035	12500	34535	27,642.30	29,250.22	85%	THE BURGAGE	3318	3311.2	3311.2	100%
General Costs												
Groundsman Tools	750	800		800	831.61	831.61	104%	Cemetery charges	200	40.00	40.00	20%
Petrol/Diesel	150	150		150	111.08	111.08	74%					
Maintenance of Equipment	600	500		500	223.95	332.28	66%					
Maintenance Costs	1200	1200		1200	878.01	1,087.68	91%					
Tree Work	1000	500		500	225.00	225.00	45%					
Tree Reserves	1000	500		500								
Groundsman Training	700	100		100								
	5400	3750		3750	2,269.65	2587.65	69%		200	40.00	40.00	20%
Subtotal	69,200.00	72480	16750	89230	72,279.65	68986.23	77%		14978	11212.2	11,597.20	77%
Contingency Fund	2000	650		650	37.50	37.50	6%					
FACILITIES TOTAL	71200	73130	16750	89880	72317	69024	77%	FACILITIES TOTAL	14978	11212.2	11597.2	77%

ADMINISTRATION								ADMINISTRATION				
EXPENDITURE	ORIGINAL BUDGET	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	2015-16	Dec-15	Jan-16	Jan-16		2015-16	Dec-15	Jan-16	Jan-16
Petty Cash	200	200		200	200.00	200.00	100%					
Telephone/Broadband	600	500		500	335.98	399.92	80%					
Stationery & Misc.	300	300		300	235.48	235.48	78%					
Photocopying	600	500		500	482.81	727.55	146%					
Lone Worker Alarm	120	120		120	84.63	112.84	94%					
Computer & software	300	100		100	56.00	90.99	91%					
	2,120.00	1720	-	1720	1,394.90	1,766.78	103%					
Council Running Costs								Council Running Costs				
Audit etc.	750	400		400	400.00	400.00	100%	Recovered VAT	9000	3,486.57	3,486.57	39%
Internal Auditors Fee	250	250		250	150.00	150.00	60%	Wayleaves	45	47.02	47.02	104%
Elections	700	60		60	52.98	52.98	88%					
Fees (Legal)	1000	1000		1000				Interest on A/Cs	229	207.91	207.91	91%
Memberships CALC/SLCC	1200	950		950	925.64	925.64	97%	Hereford and Worcester A/C	4	1.97	1.97	49%
Training Courses	500	500		500	221.77	221.77	44%					
Travel Allowances	200	200		200								
Councillor Badges			300	300								
Insurance (all buildings)	5500	5820		5820	5,819.65	5,819.65	100%					
Bank Charges	250	65		65	63.26	63.26	97%					
Pension Advice		500		500								
Employers Nat.Ins	4500	4500		4500	2,121.27	3,141.88	70%					
	14850	14245	300	14545	9,754.57	10775.18	74%		9278	3743.47	3,743.47	40%
Community Services								Community Services				
Street Lighting	2500	2500		2500	1,028.31	1,545.04	62%					
Hanging Baskets	1000	1882		1882	1,881.45	1,881.45	100%	Hanging Baskets	1000	990.00	990.00	99%
Bus shelter, maintenance/cleaning	200	150		150	45.00	45.00	30%					
Flood Clean Up Reserves	1000											
	4,700.00	4532	-	4532	2,954.76	3,471.49	77%		1000	990.00	990.00	99%
Donations								Donations				
Tenbury in Bloom	150	150		150	150.00	150.00	100%					
Tenbury Tourism	350	350		350	350.00	350.00	100%					
Tenbury CAB	1000	1000		1000	1,000.00	1,000.00	100%					
Tenbury CoT Christmas Lights	500	500		500	500.00	500.00	100%					
Tenbury Transport Trust	500	500		500	500.00	500.00	100%					
	2500	2500		2500	2,500.00	2500	100%					
Promotion								Promotion				
Advertising	1000	1150		1150	1,039.16	1,138.16	99%					
Web Site	150	150		150								
	1,150.00	1300	-	1300	1,039.16	1,138.16	88%					
Loans								Loans				
Public Works Loan Board(all loans)	2701	2701		2701	2,700.75	2,700.75	100%					
	2701	2701		2701	2,700.75	2700.75	100%					

ADMINISTRATION								ADMINISTRATION				
Payback Schemes								Payback Schemes				
Lengthsman	3000	3000		3000	1,765.25	1,977.50	66%	Lengthsman	3000	1,322.50	1,765.25	59%
Footpaths	500	500		500				Footpaths	500			
Rate Relief	150	150		150	150.98	150.98	101%	Rate Relief	150			
	3650	3650		3650	1916.23	2128.48	58%		3650	1322.5	1765.25	48%
SUB TOTAL	31671	30648	300	30948	22,260.37	24480.84	79%	SUB TOTAL	13928	6055.97	6498.72	47%
Contingency Fund	1000	523	500	1023	710.38	710.38	69%					
ADMIN SUB TOTAL	32671	31171	800	31971	22,970.75	25191.22	79%	ADMIN SUB TOTAL	13928	6056	6499	47%
WAGES/ALLOWANCES								WAGES/ALLOWANCES				
Mayors Allowance	1500	1500		1500	583.99	714.82	48%					
SALARIES	62000	62000		62000	43,280.88	49,857.81	80%					
WAGES/ALLOWANCES TOTAL	63500	63500		63500	43,864.87	50572.63	80%					
ADMIN GRAND TOTAL	96171	94671	800	95471	66835.62	75763.85	79%	ADMIN GRAND TOTAL	13928	6055.97	6498.72	47%

Neighbourhood Plan								Neighbourhood Plan				
EXPENDITURE	ORIGINAL BUDGET	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	2015-16	Dec-15	Jan-16	Jan-16		2015-16	Dec-15	Jan-16	Jan-16
Promotion & Advertising		300		300	165.00	193.75	65%					
Consultants Fees			3,000.00	3000								
Other			200.00	200								
		300	3200	3500	165.00	193.75	6%					

OVERVIEW								OVERVIEW				
EXPENDITURE	2013/14	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
	BUDGET	2015-16	2015-16	2015-16	Dec-15	Jan-16	Jan-16		2015-16	Dec-15	Jan-16	Jan-16
FACILITIES	71200	73130	16750	89880	72,317.15	69,023.73	77%	FACILITIES	14978	11,212.20	11,597.20	77%
NEIGHBOURHOOD PLAN		300	3200	3500	165.00	193.75	6%	NEIGHBOURHOOD PLAN				
ADMINISTRATION	96171	94671	800	95471	66,835.62	75,763.85	79%	ADMINISTRATION	13928	6,055.97	6,498.72	47%
SUBTOTAL	167371	168101	20750	188851	139,317.77	144,981.33	77%	SUBTOTAL	28906	17,268.17	18,095.92	63%
								PRECEPT	127330	127,330.00	127,330.00	100%
								Parish Grant	11865	11,865.00	11,865.00	100%
GRAND TOTAL	167371	168101	20750	188851	139,318	144,981.33	77%	GRAND TOTAL	168101	156463	157291	94%

APPENDIX B

Tenbury Town Council as at end January 2016

prepared 23/02/2016

	CURRENT UNITY TRUST	RESERVES UNITY TRUST	A/c Card & Petty Cash	WCC Deposit A/C	TOTALS
Financial Year ending 31/03/16					
Balance at 31/12/2015 (cash at bank and in hand)	27941.53	77735.25	88.17	955.43	106720.38
Balance at 31/01/2016 (cash at bank and in hand)	15908.46	77735.25	88.17	955.43	94687.31
Variance	-12033.07	0.00	0.00	0.00	-12033.07
APPROVED TRANSACTIONS - CLEARED ACCOUNTS					
Payee	Payment Ref	Date	Amounts	Reference	
Regal Tenbury Trust		08/01/16	367.00	Regal Rent	
WCC		08/01/16	218.50	Lengthsman October	
Orange Payment Processing	1516213	11/01/16	-7.44	Groundsman's Phone	
WCC		11/01/16	224.25	Lengthsman November	
N Power	1516211	12/01/16	-145.13	Electricity Sports Pavilion Rooms - 29/09/15 - 25/12/15	
Malvern Hills District Council	1516226	15/01/16	-432.00	Rates Palmers Car Park	
Malvern Hills District Council	1516227	15/01/16	-34.00	Rates Pavilion Burgage	
Malvern Hills District Council	1516228	15/01/16	-307.00	Rates Pump Rooms	
Mainstream Digital Ltd	1516230	15/01/16	-4.52	Call Charges 30/11/15 - 17/12/15	
Mainstream Digital Ltd	1516231	15/01/16	-64.76	Quarterly Rental Charges - 12/12/15 - 11/03/16	
Blissful Births		19/01/16	18.00	Hire Pump Rooms	
HMRC	1516229	21/01/16	-3208.26	Q3 NICs & TAX Oct to Dec 2015	
Barclaycard	1516214	22/01/16	-146.62	Credit Card Transactions December 2015	
Clr Mark Willis - Mayor	1516207	27/01/16	-101.70	Mileage Claim	
MTM Contracting Ltd	1516208	27/01/16	-1650.00	Mowing Oct & Dec 2nd Riverbank Cut & Shrub Bed Re	
GE Bright	1516209	27/01/16	-118.50	Pump Rooms PAT Testing	
Minerva Publications	1516210	27/01/16	-118.80	Advert in Ludlow Lifestyle Weddings Issue	
Herefordshire Housing	1516212	27/01/16	-28.21	Clerk Lone Worker Alarm	
Herefordshire Fire Alarm Serv	1516215	27/01/16	-108.00	Service of Fire Alarms	
West Mercia Supplies	1516216	27/01/16	-185.33	Photocopy Charges 26/08/15 - 07/12/15	
J G Banfield & Sons Ltd	1516217	27/01/16	-18.60	Wood Preserver	
Caldicott Bros	1516218	27/01/16	-65.00	Paint, Varnish, Sanding Sheets and Pegs	
N Power	1516219	27/01/16	-620.07	Footpath Lighting - D2m & D2d - 01/10/15 - 31/12/15	
N Power		28/01/16	-10.47	Electric Changing Rooms	
Mr C. Bunn	1516220	27/01/16	-212.25	Lengthsman for December	
A H Caldicott & Sons	1516221	27/01/16	-227.59	Pavilion Roof Repairs	
Herefordshire Fire Protection	1516222	27/01/16	-104.75	Service of Fire Extinguisher	
West Mercia Supplies	1516223	27/01/16	-108.36	Photocopier Lease 13/02/16 - 12/05/16	
Carpenter Goodwin	1516224	27/01/16	-130.00	Lawnmower and Strimmer Service	
Opus Energy	1516225	27/01/16	-74.18	Electric - Pump Rooms - 12/12/15 - 11/01/16	
Chris Holloway	1516232	27/01/16	-240.00	Various repair works to Council property	
SALARIES M10	M10	28/01/16	-4389.28	SALARIES M10	
TRANSACTION TOTALS for JANUARY 2016			-12033.07	0.00	0.00

APPROVAL OF PAYMENTS

FEBRUARY PAYMENTS

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Newsquest Media Group	14059016	22/01/16	1516233	£ 48.00	£ 8.00	£ 40.00	Wedding feature - Ludlow Advertiser
Orange Payment Processing	1224896898	24/01/16	1516234	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone
Mr C. Bunn	January	01/02/16	1516235	£ 218.50		£ 218.50	Lengthsman for January
Activ Web Design	226	25/01/16	1516236	£ 150.00		£ 150.00	On-going support, maintenance & hosting of Town Council
Ludlow Mayor's Charity Event		01/02/16	1516237	£ 60.00		£ 60.00	Two tickets for Mayor M Willis
Adrian Hope Tree Services	9742	29/01/16	1516238	£ 462.00	£ 77.00	£ 385.00	Tree work on Oak Tree at The Burgage
EZ Cleaning	36	02/02/16	1516239	£ 35.00	-	£ 35.00	Bus Shelter & Pump Rooms Window Cleaning
CMP Consult	1113/15	04/01/16	1516240	£ 50.00	-	£ 50.00	Skate Park PCC fund application
Caldicott Bros	10449	01/01/16	1516241	£ 15.45	£ 2.57	£ 12.88	Bow Saw & WD40
Mainstream Digital Ltd	724977	31/01/16	1516242	£ 3.67	£ 0.61	£ 3.06	Call Charges 05/01/16 - 29/01/16
Pershore Mayor Charity Concert			1516243	£ 20.00		£ 20.00	Two tickets for Mayor M Willis
Upton Mayor Charity Evening			1516244	£ 30.00	-	£ 30.00	Two tickets for Mayor M Willis
SNA Manufacturing	15219	27/01/16	1516245	£ 352.20	£ 58.70	£ 293.50	Tenbury Town Council Badges
J G Banfield & Sons Ltd	85	10/02/16	1516246	£ 263.50		£ 263.50	Repair to Regal rear entrance door - fitting of glass
Opus Energy	19756053	12/02/16	1516247	£ 85.63	£ 4.08	£ 81.55	Electric Pump Rooms 12/01/16 - 11/02/16
Andy's Mower Servicing	18	15/02/16	1516248	£ 215.00		£ 215.00	Mower Servicing
SALARY PAYMENTS FEB	February	25/02/16	M11	£ 4,222.36	-	£ 4,222.36	M11 SALARY PAYMENTS

TOTAL **£ 6,238.75**

MARCH PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
CURRENTLY OUTSTANDING TO END MARCH								
				£	-			

FACILITIES													
EXPENDITURE	ORIGINAL BUDGET	Budget Adjusted 25/09/15	Proposed Adjust FEB 2016		From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO END		Projected Balance Unspent	END OF YEAR FORECAST
	2015-16	2015-16	2015-16	Difference	2015-16	2015-16	Dec-15	Jan-16	Feb-16	Feb-16	March 2016 YEAR END PROJECTED		
Pump Rooms													
Gas	1300	1300	1300			1300	511.05	511.05	511.05	39%	1,300		100%
Electricity	1100	1100	1000	-100.00		1000	573.77	644.42	725.97	73%	800	200.00	80%
Water	150	75	75			75					75		100%
Rates	3100	3100	3100			3100	2,765.00	3,072.00	3,072.00	99%	3,072	28.00	99%
Building Maintenance	2000	2000	2000			2000	1,197.09	1,197.09	1,217.09	61%	1,400	600.00	70%
Fire Extinguishers/Alarm	200	200	300	100.00		300	90.00	267.29	267.29	89%	267	32.71	89%
Electrical Maintenance/Checks	200	200	200			200	52.50	151.25	151.25	76%	200		100%
Boiler Maintenance	200	200	200			200	165.00	165.00	165.00	83%	165	35.00	83%
Cleaning Materials/Disposables	50	50	50			50					50		100%
Wedding License					1750	1750	1,750.00	1,750.00	1,750.00	100%	1,750		100%
Project Reserves	4000	4000	4000			4000	4,000.00	4,000.00	4,000.00	100%	4,000		100%
Pump Rooms	12300	12225	12225		1750	13975	11,104.41	11,758.10	11,859.65	85%	13,079	895.71	94%
Regal													
Building Maintenance	2500	6500	6500			6500	6,172.98	6,172.98	6,436.48	99%	6437	63.00	99%
Project Reserves	4000												
RTT Grant Donation	10000	10000	10000			10000	10,000.00	10,000.00	10,000.00	100%	10000		100%
Regal	16500	16500	16500			16500	16,172.98	16,172.98	16,436.48	100%	16,437	63.00	100%
REGAL & PUMP ROOMS	28800	28725	28725		1750	30475	27,277.39	27,931.08	28,296.13	93%	29,516	958.71	97%
Palmers Meadow													
Grass Cutting	2300	2300	2300			2300	1995.00	2180.00	2180.00	95%	2,180	120.00	95%
Weed & Repair Mower Area		1420	1420			1420					1,000	420.00	70%
Hedge Cutting	200	200	200			200	170.00	170.00	170.00		170	30.00	85%
Car Park Rates	4360	4360	4360			4360	3888.00	4320.00	4320.00	99%	4,320	40.00	99%
Repainting of Carpark Lines					2000	2000					800	1,200.00	40%
Project Reserves Skate Park	2000	2000	2000		500	2500	2500.00	2500.00	2500.00	100%	2,500		
Project Reserves Car Park	4000	4000	4000			4000	4000.00	4000.00	4000.00	100%	4,000		
	12,860.00	14,280.00	14280		2,500.00	16780	12,553.00	6,670.00	13,170.00	78%	14,970	1,810.00	89%
Changing Rooms													
Electricity	550	550	550			550	198.36	208.33	208.33	38%	270	280.00	49%
Water	170	140	140			140	138.95	138.95	138.95	99%	139	1.00	99%
Building Maintenance	500	500	500			500	200.00	200.00	200.00	40%	500		100%
Electrical Maintenance	500	500	500			500						500.00	
Project Reserves	2000	2000	2000			2000	2,000.00	2,000.00	2,000.00	100%	2,000		100%
Changing Rooms	3720	3690	3690			3690	2,537.31	2547.28	3094.56	84%	2,909	781.00	79%
PALMERS MEADOW	16580	17970	17970		2500	20470	15,090.31	9217.28	16264.56	79%	17,879	2,591.00	87%

FACILITIES													
EXPENDITURE	ORIGINAL BUDGET	Budget Adjusted 25/09/15	Proposed Adjust FEB 2016		From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO END		Projected Balance Unspent	END OF YEAR FORECAST
	2015-16	2015-16	2015-16	Difference	2015-16	2015-16	Dec-15	Jan-16	Feb-16	Feb-16	March 2016 YEAR END PROJECTED		
The Burgage													
Grass Cutting	2300	2300	2250	-50.00		2250	1,995.00	2,180.00	2,180.00	97%	2,180	70.00	97%
Weed & Spring Feed + Oversow		890	890			890					890		100%
Kyre Bank Strimming	800	600	650	50.00		650	325.00	650.00	650.00	100%	650		100%
Play Area	500	350	350			350	30.00	30.00	30.00	9%	350		100%
Shrubs & Flowers	400	685	685			685		636.04	636.04	93%	637	48.00	93%
Japanese Knotweed	500	500	500			500					500		100%
Premises License	80	70	70			70	70.00	70.00	70.00	100%	70		100%
Honeycomb Grid for Access	2000	2000	2000		12850	14850	14,850.00	14,850.00	14,850.00	100%	14,850		100%
	6580	7395	7395		12850	20245	17,270.00	18416.04	18416.04	91%	20,127	118.00	99%
Bowling Green													
Treatment & Scarifying	1500	4600	4600			4600	2,752.68	2,752.68	2,752.68	60%	4,500	100.00	98%
	1500	4600	4600			4600	2,752.68	2752.68	2752.68	60%	4,500	100.00	98%
Tennis Courts													
Repair & Upkeep	1500	1000	1000		750	1750	779.92	879.92	879.92	50%	1620	130.00	93%
Tennis Courts Project Reserves	4000	4000	4000			4000	4,000.00	4,000.00	4,000.00	100%	4000		100%
	5500	5000	5000		750	5750	4,779.92	4879.92	4879.92	85%	5,620	130.00	98%
Pavilion & Groundsmans Shed													
Electricity	1100	1100	1100			1100	279.00	417.22	417.22	38%	650	450.00	59%
Water	150	150	150			150	95.18	95.18	95.18	63%	96	54.00	64%
Rates	340	340	340			340	302.00	336.00	336.00	99%	336	4.00	99%
Tidy Up Compost Areas		400	400			400					400		100%
Building Maintenance	500	400	400			400	105.57	105.57	105.57	26%	400		100%
Electrical Maintenance	500	400	400			400	57.95	57.95	57.95	14%	400		100%
Pavilion Roof Maintenance	250	250	250			250		189.66	189.66	76%	190	60.00	76%
Project Reserves	2000	2000	2000			2000	2,000.00	2,000.00	2,000.00	100%	2,000		100%
	4840	5040	5040			5040	2,839.70	3,201.58	3,201.58	64%	4,472	568.00	89%
THE BURGAGE	18420	22035	22035		13600	35635	27,642.30	29,250.22	29,250.22	82%	34,719	916.00	97%
General Costs													
Groundsman Tools	750	800	850	50.00		850	831.61	831.61	831.61	98%	832	18.00	98%
Petrol/Diesel	150	150	150			150	111.08	111.08	111.08	74%	150		100%
Maintenance of Equipment	600	500	600	100.00		600	223.95	332.28	560.16	93%	560	39.84	93%
Maintenance Costs	1200	1200	1200			1200	878.01	1,087.68	1,087.68	91%	1,200		100%
Tree Work	1000	500	650	150.00		650	225.00	225.00	610.00	94%	610	40.00	94%
Tree Reserves	1000	500	500			500					500		
Groundsman Training	700	100	100			100					100		100%
	5400	3750	4050	300.00		4050	2,269.65	2587.65	3200.53	79%	3,952	97.84	98%
Subtotal	69,200.00	72,480.00	72780	300.00	17850	90630	72,279.65	68986.23	77011.44	85%	86,066	4,563.55	95%
Contingency Fund	2000	650	350	-300.00		350	37.50	37.50	87.50	25%	100	250.00	29%
FACILITIES TOTAL	71200	73130	73130		17850	90980	72317	69024	77099	85%	86,166.45	4813.55	95%

ADMINISTRATION													
EXPENDITURE	ORIGINAL BUDGET	Budget Adjusted 25/09/15	Proposed Adjust FEB 2016	Difference	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO END	March 2016 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2015-16	2015-16	2015-16		2015-16	2015-16	2015-16	Dec-15	Jan-16	Feb-16			
Petty Cash	200	200	200			200	200.00	200.00	200.00	100%	200		100%
Telephone/Broadband	600	500	500			500	335.98	399.92	409.18	82%	500		100%
Stationery & Misc.	300	300	300			300	235.48	235.48	235.48	78%	236	64.00	79%
Photocopying	600	500	750	250.00		750	482.81	727.55	727.55	97%	728	22.00	97%
Lone Worker Alarm	120	120	120			120	84.63	112.84	112.84	94%	113	7.00	94%
Computer & software	300	100	100			100	56.00	90.99	90.99	91%	100		100%
	2,120.00	1,720.00	1970	250.00	-	1970	1,394.90	1,766.78	1,776.04	90%	1,877	93.00	95%
Council Running Costs													
Audit etc.	750	400	400			400	400.00	400.00	400.00	100%	400		100%
Internal Auditors Fee	250	250	150	-100.00		150	150.00	150.00	150.00	100%	150		100%
Elections	700	60	60			60	52.98	52.98	52.98	88%	53	7.00	88%
Fees (Legal)	1000	1000	1000			1000					1,000		100%
Memberships CALC/SLCC	1200	950	950			950	925.64	925.64	925.64	97%	930	20.00	98%
Training Courses	500	500	300	-200.00		300	221.77	221.77	221.77	74%	222	78.00	74%
Travel Allowances	200	200	200			200						200.00	
Counillor Badges					300	300			293.50	98%	294	6.00	98%
Insurance (all buildings)	5500	5820	5820			5820	5,819.65	5,819.65	5,819.65	100%	5,820		100%
Bank Charges	250	65	65			65	63.26	63.26	63.26	97%	64	1.00	98%
Pension Advice		500	500			500					500		100%
Employers Nat.Ins	4500	4500	4500			4500	2,121.27	3,141.88	3,141.88	70%	4,200	300.00	93%
	14850	14245	13945	-300.00	300	14245	9,754.57	10775.18	11068.68	78%	13,633	612.00	96%
Community Services													
Street Lighting	2500	2500	2500			2500	1,028.31	1,545.04	1,545.04	62%	2,500		100%
Hanging Baskets	1000	1882	1882			1882	1,881.45	1,881.45	1,881.45	100%	1,882		100%
Bus shelter, maintenance/cleaning	200	150	150			150	45.00	45.00	60.00	40%	150		100%
Flood Clean Up Reserves	1000												
	4,700.00	4,532.00	4532		-	4532	2,954.76	3,471.49	3,486.49	77%	4,532		100%
Donations													
Tenbury in Bloom	150	150	150			150	150.00	150.00	150.00	100%	150		100%
Tenbury Tourism	350	350	350			350	350.00	350.00	350.00	100%	350		100%
Tenbury CAB	1000	1000	1000			1000	1,000.00	1,000.00	1,000.00	100%	1,000		100%
Tenbury CoT Christmas Lights	500	500	500			500	500.00	500.00	500.00	100%	500		100%
Tenbury Transport Trust	500	500	500			500	500.00	500.00	500.00	100%	500		100%
	2500	2500	2500			2500	2,500.00	2500	2500	100%	2,500		100%
Promotion													
Advertising	1000	1150	1199	49.00		1199	1,039.16	1,138.16	1,178.16	98%	1,179	20.00	98%
Web Site	150	150	150			150			150.00	100%	150		100%
	1,150.00	1,300.00	1349	49.00	-	1349	1,039.16	1,138.16	1,328.16	98%	1,329	20.00	99%
Loans													
Public Works Loan Board(all loans)	2701	2701	2701			2701	2,700.75	2,700.75	2,700.75	100%	2,701		100%
	2701	2701	2701			2701	2,700.75	2700.75	2700.75	100%	2,701		100%

ADMINISTRATION													
Payback Schemes													
Lengthsman	3000	3000	3000			3000	1,765.25	1,977.50	2,196.00	73%	3,000	100%	
Footpaths	500	500	500			500					500	100%	
Rate Relief	150	150	151	1.00		151	150.98	150.98	150.98	100%	151	100%	
	3650	3650	3651	1.00		3651	1916.23	2128.48	2346.98	64%	3,651	100%	
SUB TOTAL	31671	30648	30648		300	30948	22,260.37	24480.84	25207.1	81%	30,223	725.00	98%
Contingency Fund	1000	523	523		500	1023	710.38	710.38	710.38	69%	711	312.00	70%
ADMIN SUB TOTAL	32671	31171	31171		800	31971	22,970.75	25191.22	25917.48	81%	30,934	1,037.00	97%
WAGES/ALLOWANCES													
Mayors Allowance	1500	1500	1500			1500	583.99	714.82	824.82	55%	1,500	100%	
SALARIES	62000	62000	62000			62000	43,280.88	49,857.81	54,080.17	87%	59,069	2,931.48	95%
WAGES/ALLOWANCES TOTAL	63500	63500	63500			63500	43,864.87	50572.63	54904.99	86%	60,569	2,931.48	95%
ADMIN GRAND TOTAL	96171	94671	94671		800	95471	66835.62	75763.85	80822.47	85%	91502.52	3968.48	96%

Neighbourhood Plan													
EXPENDITURE	ORIGINAL BUDGET	Budget Adjusted 25/09/15	Proposed Adjust FEB 2016	Difference	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO END	March 2016 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2015-16	2015-16	2015-16		2015-16	2015-16	2015-16	Dec-15	Jan-16	Feb-16			
Promotion & Advertising		300	300			300	165.00	193.75	193.75	65%	300		100%
Consultants Fees					3,000.00	3000					3,000		100%
Other					200.00	200					200		100%
		300	300		3200	3500	165.00	193.75	193.75	6%	3,500		100%

OVERVIEW													
EXPENDITURE	ORIGINAL BUDGET	Budget Adjusted 25/09/15	Proposed Adjust FEB 2016	Difference	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO END	March 2016 YEAR END PROJECTED	Projected Balance Unspent	END OF YEAR FORECAST
	2015-16	2015-16	2015-16		2015-16	2015-16	2015-16	Dec-15	Jan-16	Feb-16			
FACILITIES	71200	73130	73130		17850	90980	72,317.15	69,023.73	77,098.94	85%	86,166	4,813.55	95%
NEIGHBOURHOOD PLAN					3200	3500	165.00	193.75	193.75	6%			
ADMINISTRATION	96171	94671	94671		800	95471	66,835.62	75,763.85	80,822.47	85%	91,503	3,968.48	96%
SUBTOTAL	167371	167801	167801		21850	189951	139,317.77	144,981.33	158115.16	83%	177,669	8,782.03	94%
GRAND TOTAL	167371	167801	167801		21850	189951	139,318	144,981.33	158115.16	83%	177,669	8,782.03	94%

2015/16

As at 25/02/16

TTC Earmarked Reserves

£ 10,000.00	Pump Rooms Long Term Maintenance
£ 10,000.00	Palmers Car Park Resurfacing
£ 2,000.00	Car Park Line Marking
£ 250.00	Pump Rooms Wedding License (renewal due Oct 2018)
£ 2,070.00	Election Costs
£ 1,000.00	Tree Work
£ -	Play Area & Access in Burgage
£ 21,330.00	Pavilion/Community Garden/Skate Park/Changing Rooms Project
	£ 5,000 Pavilion
	£ 4,000 Changing Rooms
	£ 8,000 Skate Park
	£ 4,330 Tennis Court Resurfacing/Renovation
£ 5,325.37	General Contingency Reserve eg. Flood etc.
£ 25,759.88	Regal Long Term Maintenance Fund
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£ 77,735.25	
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TTC Restricted Reserves

NIL = Funds spent on New Play Area & Access