

Minutes of the **FINANCE AND STAFFING GROUP** meeting to be held on
MONDAY 21ST MARCH 2016 at 7:15 pm in the Pump Rooms,
Teme Street, Tenbury Wells

PRESENT: Cllr J Fielder, 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
ABSENT: Cllr S Bowkett

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

None.

11.2 DECLARATIONS OF INTEREST

None.

11.3 PUBLICATION PARTICIPATION

None.

11.4 TO APPROVE AS A TRUE AND ACCURATE RECORD THE RESOLUTIONS AND MINUTES OF THE PREVIOUS MEETING HELD ON 29TH FEBRUARY 2016

The Minutes of the previous meeting held on 29th February 2016 were approved and signed by the Chairman as a true and correct record of proceedings.

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

Cllr Weston queried whether there was any more change on the income from the changing rooms meter. Cllr Ingram stated that there had been no use by the Football Clubs from November to January due to the water logged pitch.

A Member queried about the income from the Rugby and Football Clubs which was outstanding. The Town Clerk stated that payments from both would be received by the end of the financial year and they usually paid at the end of the season and are invoiced for the following season.

Cllr Patrick asked about the £5.00 charged to the Scout Hut and the Swimming Pool. The Town Clerk stated that this was a peppercorn rent which had been agreed in the lease. The Swimming Pool were charged a nominal amount.

The Town Clerk stated that the Tennis Courts had now been cleaned.

Members were satisfied that expenditure was according to budget.

11.6 TO CONFIRM PAYMENTS AUTHORISED FROM COUNCIL BANK ACCOUNTS TO END FEBRUARY 2016 AND MONTHLY RECONCILIATION OF BANK ACCOUNTS

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

11.7 TO APPROVE THE MONTHLY ACCOUNTS FOR MARCH 2016 AND THE OUTSTANDING ACCOUNTS FOR APRIL 2016 FOR RECOMMENDATION TO FULL COUNCIL [Attached Appendix B].

The Town Clerk stated that the accounts were up-to-date apart from a stationery order of £96 which had been paid for by the Town Council's credit card and was not due for payment until 28th April but would be paid for out of this year's budget.

The business rates bill from MHDC had not been received to date but Shropshire Council had sent their council tax bills to residents.

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

11.8 TO REVIEW AND APPROVE ANNUAL RISK ASSESSMENTS FOR RECOMMENDATION TO FULL COUNCIL

The Town Clerk stated that the risk assessments for the Council were all on the website under the policies section. She said that it was the responsibility of the Members to make sure that they were up-to-date and that nothing had been missed.

Cllr Ingram stated that he had received training in risk assessments and would review them on the Council's website and check if anything had been missed and needed to be added.

RESOLVED that the Risk Assessments be deferred to the next Finance and Staffing Meeting on 25th April 2016.

11.9 CORRESPONDENCE

The Town Council had received the Annual Return of Accounts which was due to be completed and returned by 17th June.

11.10 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

None.

11.11 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:-

11.12 AS MANDATED BY THE FACILITIES COMMITTEE ON 14TH MARCH TO CONSIDER QUOTATIONS RECEIVED FOR WORKS TO THE SKATE PARK

Two quotes were considered by the Facilities Committee on the 14th March and as Cllr Hudson had some queries it was agreed that he would speak with the two Contractors to clarify the points raised. The Town Clerk stated that as responses in writing from the two Contractors had not been received in time for this meeting, the decision would be deferred until the Full Council Meeting on the 4th April 2016.

The Town Clerk had spoken with Caroline Palethorpe regarding Severn Waste extending the grant period and it was expected that this would be acceptable.

That the quotations received for works to the Skate Park be deferred to Full Council on the 4th April 2016.

Meeting closed at 8.10 pm

Signed

Dated

**F
I
N
A
N
C
E
&
S
T
A
F
F
I
N
G**

FACILITIES							FACILITIES				
EXPENDITURE	Budget Adjusted 29/02/2016	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Jan-16	Feb-16	Feb-16		2015-16	Jan-16	Feb-16	Feb-16
Pump Rooms							Pump Rooms				
Gas	1300		1300	511.05	511.05	39%	Bookings	4000	2847	3658.5	91%
Electricity	1000		1000	644.42	725.97	73%					
Water	75		75								
Rates	3100		3100	3,072.00	3,072.00	99%					
Building Maintenance	2000		2000	1,197.09	1,217.09	61%					
Fire Extinguishers/Alarm	300		300	267.29	267.29	89%					
Electrical Maintenance/Checks	200		200	151.25	151.25	76%					
Boiler Maintenance	200		200	165.00	165.00	83%					
Cleaning Materials/Disposables	50		50	19.19	19.19	38%					
Wedding License		1750	1750	1,750.00	1,750.00	100%					
Project Reserves	4000		4000	4,000.00	4,000.00	100%					
Pump Rooms	12225	1750	13975	11,777.29	11,878.84	85%		4000	2847	3658.5	91%
Regal							Regal				
Building Maintenance	6500		6500	6,172.98	6,436.48	99%					
Project Reserves							Rent	4400	3,670.00	4,037.00	92%
RTT Grant Donation	10000		10000	10,000.00	10,000.00	100%					
Regal	16500		16500	16,172.98	16,436.48	100%		4400	3,670.00	4,037.00	92%
REGAL & PUMP ROOMS	28725	1750	30475	27,950.27	28,315.32	93%	REGAL & PUMP ROOMS	8400	6,517.00	7,695.50	92%
Palmers Meadow							Palmers Meadow				
Grass Cutting	2300		2300	2180.00	2180.00	95%	Football Club	1006	493.00	493.00	49%
Weed & Repair Mower Area	1420		1420				Rugby Club	614			
Hedge Cutting	200		200	170.00	170.00		May Fair	735	735.00	735.00	100%
Car Park Rates	4360		4360	4320.00	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	500	2500	2500.00	2500.00	100%					
Project Reserves Car Park	4000		4000	4000.00	4000.00	100%					
Palmers Meadow	14280	2,500.00	16780	6,670.00	13,170.00	78%		2810	1,678.00	1,678.00	60%
Changing Rooms							Changing Rooms				
Electricity	550		550	208.33	208.33	38%	Changing Rooms Meter	250	51.00	51.00	20%
Water	140		140	138.95	138.95	99%					
Building Maintenance	500		500	200.00	200.00	40%					
Electrical Maintenance	500		500								
Project Reserves	2000		2000	2,000.00	2,000.00	100%					
Changing Rooms	3690		3690	2547.28	3094.56	84%		250	51	51	20%
PALMERS MEADOW	17970	2500	20470	9217.28	16264.56	79%	PALMERS MEADOW	3060	1729	1729	57%

FACILITIES							FACILITIES				
EXPENDITURE	Budget Adjusted 29/02/2016	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Jan-16	Feb-16	Feb-16		2015-16	Jan-16	Feb-16	Feb-16
The Burgage											
Grass Cutting	2250		2250	2,180.00	2,180.00	97%	Bonfire	120	120.00	120.00	100%
Weed & Spring Feed + Oversow	890		890				Applefest	120	120.00	120.00	100%
Kyre Bank Strimming	650		650	650.00	650.00	100%					
Play Area	350		350	30.00	30.00	9%	Car Boot Sales	800	840.00	840.00	105%
Shrubs & Flowers	685		685	636.04	636.04	93%					
Japanese Knotweed	500		500								
Premises License	70		70	70.00	70.00	100%					
Honeycomb Grid for Access	2000	12850	14850	14,850.00	14,850.00	100%					
	7395	12850	20245	18416.04	18416.04	91%		1040	1,080.00	1,080.00	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	2752.68	2752.68	60%		1144	1,144.00	1,144.00	100%
Tennis Courts											
Repair & Upkeep	1000	750	1750	879.92	879.92	50%	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	103.20	103.20	69%
	5000	750	5750	4879.92	4879.92	85%		1134	1,087.20	1,087.20	96%
Pavilion & Groundsmans Shed											
Electricity	1100		1100	417.22	417.22	38%					
Water	150		150	95.18	95.18	63%					
Rates	340		340	336.00	336.00	99%					
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	189.66	189.66	76%					
Project Reserves	2000		2000	2,000.00	2,000.00	100%					
	5040		5040	3,201.58	3,201.58	64%					
THE BURGAGE	22035	13600	35635	29,250.22	29,250.22	82%	THE BURGAGE	3318	3311.2	3311.2	100%
General Costs											
Groundsman Tools	850		850	831.61	831.61	98%	Cemetery charges	200	40.00	80.00	40%
Petrol/Diesel	150		150	111.08	111.08	74%					
Maintenance of Equipment	600		600	332.28	560.16	93%					
Maintenance Costs	1200		1200	1,087.68	1,087.68	91%					
Tree Work	650		650	225.00	610.00	94%					
Tree Reserves	500		500								
Groundsman Training	100		100								
	4050		4050	2587.65	3200.53	79%		200	40.00	80.00	40%
Subtotal	72780	17850	90630	69005.42	77030.63	85%		14978	11,597.20	12,815.70	86%
Contingency Fund	350		350	37.50	87.50	25%					
FACILITIES TOTAL	73130	17850	90980	69043	77118	85%	FACILITIES TOTAL	14978	11597.2	12815.7	86%

ADMINISTRATION							ADMINISTRATION				
EXPENDITURE	Budget Adjusted 29/02/2016	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Jan-16	Feb-16	Feb-16		2015-16	Jan-16	Feb-16	Feb-16
Petty Cash	200		200	200.00	200.00	100%					
Telephone/Broadband	500		500	399.92	409.18	82%					
Stationery & Misc.	300		300	216.29	216.29	72%					
Photocopying	750		750	727.55	727.55	97%					
Lone Worker Alarm	120		120	112.84	112.84	94%					
Computer & software	100		100	90.99	90.99	91%					
	1970	-	1970	1,747.59	1,756.85	89%					
Council Running Costs							Council Running Costs				
Audit etc.	400		400	400.00	400.00	100%	Recovered VAT	9000	3,486.57	7,241.36	80%
Internal Auditors Fee	150		150	150.00	150.00	100%	Wayleaves	45	47.02	57.02	127%
Elections	60		60	52.98	52.98	88%					
Fees (Legal)	1000		1000				Interest on A/Cs	229	207.91	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	300		300	221.77	221.77	74%					
Travel Allowances	200		200								
Counillor Badges		300	300		293.50	98%					
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	3,141.88	3,141.88	70%					
	13945	300	14245	10775.18	11068.68	78%		9278	3,743.47	7,508.26	81%
Community Services							Community Services				
Street Lighting	2500		2500	1,545.04	1,545.04	62%					
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	60.00	40%					
Flood Clean Up Reserves											
	4532	-	4532	3,471.49	3,486.49	77%		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	2500	2500	100%					
Promotion							Promotion				
Advertising	1199		1199	1,138.16	1,178.16	98%					
Web Site	150		150		150.00	100%					
	1349	-	1349	1,138.16	1,328.16	98%					
Loans							Loans				
Public Works Loan Board(all loans)	2701		2701	2,700.75	2,700.75	100%					
	2701		2701	2700.75	2700.75	100%					

ADMINISTRATION						ADMINISTRATION					
Payback Schemes						Payback Schemes					
Lengthsman	3000		3000	1,977.50	2,196.00	73%	Lengthsman	3000	1,765.25	2,196.00	73%
Footpaths	500		500				Footpaths	500			
Rate Relief	151		151	150.98	150.98	100%	Rate Relief	150			
	3651		3651	2128.48	2346.98	64%		3650	1765.25	2196	60%
SUB TOTAL	30648	300	30948	24461.65	25187.91	81%	SUB TOTAL	13928	6498.72	10694.26	77%
Contingency Fund	523	500	1023	710.38	710.38	69%					
ADMIN SUB TOTAL	31171	800	31971	25172.03	25898.29	81%	ADMIN SUB TOTAL	13928	6499	10694	77%
WAGES/ALLOWANCES						WAGES/ALLOWANCES					
Mayors Allowance	1500		1500	714.82	824.82	55%					
SALARIES	62000		62000	49,857.81	54,080.17	87%					
WAGES/ALLOWANCES TOTAL	63500		63500	50572.63	54904.99	86%					
ADMIN GRAND TOTAL	94671	800	95471	75744.66	80803.28	85%	ADMIN GRAND TOTAL	13928	6498.72	10694.26	77%

Neighbourhood Plan						Neighbourhood Plan					
EXPENDITURE	Budget Adjusted 29/02/2016	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Jan-16	Feb-16	Feb-16		2015-16	Jan-16	Feb-16	Feb-16
Promotion & Advertising	300		300	193.75	193.75	65%					
Consultants Fees		3,000.00	3000								
Other		200.00	200								
	300	3200	3500	193.75	193.75	6%					

OVERVIEW						OVERVIEW					
EXPENDITURE	Budget Adjusted 29/02/2016	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	Budget Adjusted 25/09/15	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO END
	2015-16	2015-16	2015-16	Jan-16	Feb-16	Feb-16		2015-16	Jan-16	Feb-16	Feb-16
FACILITIES	73130	17850	90980	69,042.92	77,118.13	85%	FACILITIES	14978	11,597.20	12,815.70	86%
NEIGHBOURHOOD PLAN		3200	3500	193.75	193.75	6%	NEIGHBOURHOOD PLAN				
ADMINISTRATION	94671	800	95471	75,744.66	80,803.28	85%	ADMINISTRATION	13928	6,498.72	10,694.26	77%
SUBTOTAL	167801	21850	189951	144,981.33	158115.16	83%	SUBTOTAL	28906	18,095.92	23,509.96	81%
							PRECEPT	127330	127,330.00	127,330.00	100%
							Parish Grant	11865	11,865.00	11,865.00	100%
GRAND TOTAL	167801	21850	189951	144,981.33	158115.16	83%	GRAND TOTAL	168101	157291	162705	97%

Tenbury Town Council as at end February 2016

prepared 08/03/2016

	CURRENT UNITY TRUST	RESERVES UNITY TRUST	Alto Card & Petty Cash	WCC Deposit A/C	TOTALS
Financial Year ending 31/03/16					
Balance at 31/01/2016 (cash at bank and in hand)	15908.46	77735.25	88.17	955.43	94687.31
Balance at 29/02/2016 (cash at bank and in hand)	15491.25	77735.25	88.17	955.43	94270.10
Variance	-417.21	0.00	0.00	0.00	-417.21

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts	Reference
Newsquest Media Group	1516233	19/02/16	-48.00	Wedding feature - Ludlow Advertiser
Orange Payment Processing	1516234	11/02/16	-7.44	Groundsman's Phone
Mr C. Bunn	1516235	12/02/16	-218.50	Lengthsman for January
Activ Web Design	1516236	12/02/16	-150.00	On-going support, maintenance & hosting of Town Co
Ludlow Mayor's Charity Event	1516237	12/02/16	-60.00	Two tickets for Mayor M Willis
Adrian Hope Tree Services	1516238	19/02/16	-462.00	Tree work on Oak Tree at The Burgage
EZ Cleaning	1516239	12/02/16	-35.00	Bus Shelter & Pump Rooms Window Cleaning
CMP Consult	1516240	12/02/16	-50.00	Skate Park PCC fund application
Caldicott Bros	1516241	12/02/16	-15.45	Bow Saw & WD40
Mainstream Digital Ltd	1516242	15/02/16	-3.67	Call Charges 05/01/16 - 29/01/16
Pershore Mayor Charity Conci	1516243	12/02/16	-20.00	Two tickets for Mayor M Willis
Upton Mayor Charity Evening	1516244	12/02/16	-30.00	Two tickets for Mayor M Willis
SNA Manufacturing	1516245	12/02/16	-352.20	Tenbury Town Council Badges
J G Banfield & Sons Ltd	1516246	26/02/16	-263.50	Repair to Regal rear entrance door - fitting of glass
Opus Energy	1516247	26/02/16	-85.63	Electric Pump Rooms 12/01/16 - 11/02/16
Andy's Mower Servicing	1516248	26/02/16	-215.00	Mower Servicing
Regal Tenbury Trust		08/02/16	367.00	Regal Rent
MHDC	1514016	11/02/16	280.00	Mowing Contribution
Regal Tenbury Trust		12/02/16	7.50	Printing
Action for Children	1516416	12/02/16	661.50	Hire of Pump Rooms May - Nov
Liz Finlay		16/02/16	60.00	2 Tickets for Mayor Civic Dinner
MHDC	1519016	19/02/16	27.00	Hire Pump Rooms St Johns Ambulance
ABC Fostering	1518016	19/02/16	27.00	Hire Pump Rooms
WCC Chairman		19/02/16	60.00	2 Tickets for Mayor Civic Dinner
HMRC		22/02/16	1571.59	Q2 VAT repayment
HMRC		25/02/16	2183.20	Q3 VAT repayment
Telford & Wrekin Council		26/02/16	20.00	Hire Pump Rooms
WCC		26/02/16	430.75	Lengthsman
Tenbury Rambiling Club	1518816	18/02/16	22.00	Hire Pump Rooms 18.1.16
Environment Agency	MD01114	18/02/16	10.00	Wayleaves
Tenbury Bowls Club	15181116	18/02/16	28.00	Hire Pump Rooms 1.3.16 & 19.3.16
Caldicotts		19/02/16	40.00	Interment in existing grave - J Seccombe
Tenbury Rambiling Club	1518816	18/02/16	22.00	Hire Pump Rooms - 15.2.16
Tenbury in Bloom		18/02/16	4.00	Hire Small Meeting Room - Feb & March
SALARIES M10	M11	25/02/16	-4222.36	SALARIES M11

TRANSACTION TOTALS for FEBRUARY 2016	-417.21	0.00	0.00	0.00	0.00
---	----------------	-------------	-------------	-------------	-------------

APPROVAL OF PAYMENTS

MARCH PAYMENTS

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Orange Payment Processing	1228066182	24/02/15	1516249	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone
Mr C. Bunn	Feb	29/02/16	1516250	£ 287.50	£ -	£ 287.50	Lengthsman for February
UK Fuels Ltd	1417950	28/02/16	1516251	£ 25.00	£ 4.17	£ 20.83	Petrol
British Gas Business	984074928	03/03/16	1516252	£ 602.89	£ 28.70	£ 574.19	Gas - Pump Rooms 21/11/15 - 01/03/16
Mainstream Digital Ltd	724977	31/01/16	1516253	£ 57.44	£ 9.57	£ 47.87	Line Rental 14/2/16-13/5/16 Call Charges 01/02/16 - 29/0
Chris King-Turner	442	29/02/16	1516254	£ 305.00	£ -	£ 305.00	Parish Paths Clearance Work
Liz Finlay	0	00/01/00	1516255	£ 60.00	£ -	£ 60.00	REFUND 2 Tickets for Mayor Civic Dinner
WCC Chairman	0	00/01/00	1516256	£ 60.00	£ -	£ 60.00	REFUND 2 Tickets for Mayor Civic Dinner
EZ Cleaning	39	10/03/16	1516257	£ 15.00	£ -	£ 15.00	Bus Shelter Cleaning
Activ Web Design	230	08/03/16	1516258	£ 249.00	£ -	£ 249.00	50% down payment re.Neighbourhood Planning Website
Opus Energy	19904601	12/03/16	1516259	£ 81.21	£ 3.87	£ 77.34	Electric Pump Rooms 12/02/16 - 11/03/16

Pending confirmation of total - provisional amounts shown

Tenbury NILS				£ 450.00	£ -	£ -	Charity Funds raised by the Mayor of Tenbury Wells
Tenbury Transport Trust				£ 450.00	£ -	£ -	Charity Funds raised by the Mayor of Tenbury Wells
Tenbury & District Museum Society				£ 450.00	£ -	£ -	Charity Funds raised by the Mayor of Tenbury Wells
Advantage Stationary				£ 140.00			Stationary & Disposables for Pump Rooms
West Mercia Supplies				£ 145.00	£ -	£ -	Photocopy Charges 27/08/14 - 26/11/14
Npower Ltd				£ 145.00	£ -	£ -	Electricity Sports Pavillion Rooms
Npower Ltd				£ 52.00	£ -	£ -	Electricity Sports Changing Rooms
Npower Ltd				£ 625.00	£ -	£ -	Footpath Lighting -31/12/14 - 31/03/15
Mr C. Bunn	March			£ 240.00	£ -	£ -	Lengthsman for March
EZ Cleaning				£ 15.00	£ -	£ -	Bus Shelter Cleaning March
Mainstream Digital Ltd				£ 8.00	£ -	£ -	Pump Rooms Call Charges 01/03/16 - 29/03/16
HMRC	Q4			£ 3,300.00	£ -	£ -	Q4 NICs & TAX Jan to Mar 2014
SALARY PAYMENTS MAR	MARCH		M12	£ 4,300.00	£ -	£ 4,300.00	M12 SALARY PAYMENTS

TOTAL £ 12,070.48

CREDIT CARD TRANSACTIONS

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Spar			£ 62.30	£ 10.22	£ 52.08	Refreshments re. Neighbourhood Plan Open Event
Spar			£ 2.00	£ 0.33	£ 1.67	Refreshments re. Neighbourhood Plan Open Event
Amazon.co.uk			£ 171.13	£ 34.23	£ 136.90	Two Portable Cameras & Flash Memory

TOTAL FOR MARCH BILL PAYABLE IN APRIL £ 235.43

APRIL PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Barclaycard		27/03/16		£ 235.43	£ 44.78	£ 190.65	Credit Card Transactions March 2016
Petty Cash				£ 200.00	£ -	£ 200.00	Petty Cash Top Up Card
Orange Payment Processing				£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone April
Severn Trent Water Ltd		13/02/16		£ 33.63	£ -	£ 33.63	Water Burgage 1/4/14-31/3/15
Zurich Municipal	21186009	26/02/16		£ 4,437.11	£ -	£ 4,437.11	Insurance - All Cover 2014/15
SLCC Enterprises Ltd				£ 210.00	£ -	£ 210.00	Clerk SLCC Membership 2014/15
Herefordshire Housing Limited				£ 28.21	£ -	£ 28.21	Clerk Lone Worker Alarm
NALC - LCR				£ 17.00	£ -	£ 17.00	Subscription 2015/16
Regal Tenbury Trust Ltd				£ 5,000.00	£ -	£ 5,000.00	Support Grant Installment 1
Worcs CALC				£ 750.00	£ -	£ 750.00	Membership Fees 2014/15
Opus Energy				£ 82.00	£ 4.10	£ 77.90	Electricity Pump Rooms April
Malvern Hills District Council				£ 430.00	£ -	£ 430.00	Rates Palmers Car Park
Malvern Hills District Council				£ 35.00	£ -	£ 35.00	Rates Pavilion Burgage
Malvern Hills District Council				£ 310.00	£ -	£ 310.00	Rates Pump Rooms

CURRENTLY OUTSTANDING TO END APRIL £ 11,775.82