

TENBURY TOWN COUNCIL 2016/17 FS01

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on
TUESDAY 31ST MAY 2016 at 7:00 pm in the Pump Rooms, Teme Street, Tenbury Wells

Deferred from 23rd May 2016 due to illness

PRESENT: Cllr S Bowkett, Cllr J Fielder [Deputy Chair], Cllr D Ingram, Cllr J Morgan, Cllr D Patrick, Cllr S Perry, Cllr Mayor M Willis [**Mayor**]

APOLGIES: Cllr E Weston [**outgoing Chair**]

IN ATTENDANCE: Town Clerk

In the absence of the Chair, Cllr Fielder, Deputy Chair took her place.

1.1. Election of Chairman

Cllr Weston was nominated as Chairman by Cllr Ingram, seconded by Cllr Perry.

Cllr Weston had indicated that she was willing to stand again. There were no other nominations.

RESOLVED that Cllr Weston be elected as Chairman.

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

Apologies had been received from Cllr E. Weston.

RESOLVED that apologies be accepted

1.3. Declarations of Interest.

None

1.4. Public Participation.

None

1.5. To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 25th April 2016.

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

1.6. Election of Deputy Chairman.

Cllr Fielder was nominated as Deputy Chairman by Cllr Perry seconded by Cllr Bowkett. There were no other nominations.

RESOLVED that Cllr Fielder be elected as Deputy Chairman.

1.7. To confirm payments authorised from Council bank accounts to end April 2016 and monthly reconciliation of bank accounts.

The Deputy Chairman confirmed that the Bank Accounts reconciled correctly with authorised payments. Reconciliation attached Appendix A.

1.8. To approve the Monthly Accounts for April 2016 and the Outstanding Accounts for May 2016 for recommendation to Full Council.

Attached Appendix B

RESOLVED that the Monthly Accounts to April 2016 and any Outstanding Accounts for May 2016 be approved and so presented for ratification by Full Council.

1.9. To receive RFO end of year report for 2015/16.

The report was noted and accepted by the meeting. Attached Appendix C.

1.10. To review the budget for the year and the Council's financial position to end April 2016.

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

RESOLVED that the budget position to date be accepted.

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TENBURY TOWN COUNCIL 2016/17 FS01

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1.11. To review and update the Council's Reserves.

Attached Appendix E. Members reviewed the updated reserve figures. It was agreed that the £4523 surplus identified in the report at item 1.9 be used for purchase of new mower (Item 1.12) with the remaining £1523 to be split with £760 each going toward the pavilion and changing rooms projects, and £3 to the general contingency fund.

1.12. To consider funding to cover the urgent requirement for a new bowling green mower

Members were informed that this matter had been discussed the previous week following the Planning Meeting when most members were present since the requirement was so urgent. Notes attached Appendix F. Members agreed that the purchase was essential and ratified the decision to purchase the Dennis Razor Ultra 560 mower at £3000. As discussed at item 1.11 it was agreed that the funds should be taken from the 2015/16 surplus amount.

1.13. Correspondence.

None

1.14. Councillors' reports and items for future agenda.

None

1.15. Exclusion of the Press and Public.

RESOLVED resolution

1.16. To consider matters in relation to staff remuneration.

Members considered a report prepared by the Mayor regarding the overtime rates paid to Grounds staff. It was not clear how the rates had originally been set as they seemed to bear no sensible relation to the Groundsman's wage at the time. Members felt that the overtime rate for the Groundsman should be fixed at time and one third for any hours worked above the normal contracted hours per week. The hourly rate payable to the Relief Groundsman was not deemed to be an overtime rate and would remain fixed as it was but was to be reviewed along with all other rates at the next annual salary review.

Meeting ended at 8:25pm

Signed

Date

TENBURY TOWN COUNCIL

BANK RECONCILIATION AT

30/04/2016

		£	
Cash in hand brought forward		84,740.81	
Add receipts		80,201.50	
		164,942.31	
Less payments		20,606.91	
Cash in hand carried forward		144,335.40	A
Represented by;			
Bank accounts	Current	59,021.26	
	Deposit	83,614.01	
Cash in hand			
		142,635.27	
Less unpresented expenditure	£	525.00	
		525.00	
		1,050.00	
Add receipts not on bank statement		1,473.50	
		754.50	
		5.00	
		517.13	
		2,750.13	
If A = B then all is OK		144,335.40	B

Tenbury Town Council MAY 2016

prepared 31/05/2016

APPROVAL OF PAYMENTS

MAY PAYMENTS

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Complete Office Solutions	908769	21/04/16	1617014	£ 10.79	£ 1.80	£ 8.99	Stationery - Receipt Book
Orange Payment Processing	1233787312	28/04/16	1617021	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone April
Avonmore Associates	10258	25/04/16	1617022	£ 489.00	£ 81.50	£ 407.50	Spring Work to bowling Green
EZ Cleaning	46	29/04/16	1617023	£ 15.00	£ -	£ 15.00	Bus Shelter Cleaning April
Malvern Hills District Council			1617024	£ 436.00		£ 436.00	Rates Palmers Car Park
Malvern Hills District Council			1617025	£ 34.00		£ 34.00	Rates Pavilion Burgage
Malvern Hills District Council			1617026	£ 310.00		£ 310.00	Rates Pump Rooms
Barclaycard			1617027	£ 195.72	£ 27.29	£ 168.43	Credit Card Transactions April 2014
Newsquest Media Group	15148552	20/05/16	1617028	£ 48.00	£ 8.00	£ 40.00	Ludlow Advertiser - Wedding Feature
G E Bright	53710	28/04/16	1617029	£ 59.99	£ 10.00	£ 49.99	BT Cordless Phones for Office
Mr C. Bunn	April	04/05/16	1617030	£ 224.25	£ -	£ 224.25	Lengthsman April
Kirkwells			1617031	£ 3,408.00	£ 568.00	£ 2,840.00	Neighbourhood Planning Stage 1
GE Bright Electrical	53747	28/04/16	1617032	£ 36.00	£ 6.00	£ 30.00	Assessment of Changing Rooms Meter
Severn Trent Water	3850140649	04/05/16	1617033	£ 73.71		£ 73.71	Water Changing Rooms
Diane Malley	89.94117647	09/05/16	1617034	£ 200.00		£ 200.00	Internal Audit Services for year 2015/2016
Opus Energy			1617035	£ 77.92	£ 3.71	£ 74.21	Pump Rooms Electric 17/04/15 - 11/05/15
J G Banfield & Sons Ltd	4813	30/04/16	1617036	£ 6.20	£ 1.03	£ 5.17	Cable Ties
Mainstream Digital Ltd	739647	30/04/16	1617037	£ 5.98	£ 1.00	£ 4.98	Call charges 01.04.16 - 29.04.16
Tallis Amos Group	355144	24/05/16	1617038	£ 3,600.00	£ 600.00	£ 3,000.00	Bowling Green Mower - Dennis Razor Ultra 56
SALARY PAYMENTS MAY	MAY		M2	£ 4,327.15	£ -	£ 4,327.15	M2 SALARY PAYMENTS

TOTAL**£ 13,565.15**

JUNE PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Avonmore Associates	10344	24/05/16	1617039	£ 514.00	£ 85.67	£ 428.33	Spring Work to bowling Green
Malvern Hills District Council			1617040	£ 436.00		£ 436.00	Rates Palmers Car Park
Malvern Hills District Council			1617041	£ 34.00		£ 34.00	Rates Pavilion Burgage
Malvern Hills District Council			1617042	£ 310.00		£ 310.00	Rates Pump Rooms
Public Works Loan Board	612 08073	13/05/16	1617043	£ 729.92		£ 729.92	Bi Annual Loan Repayment 1
EZ Cleaning	48	25/05/16	1617044	£ 20.00	£ -	£ 20.00	Pump Rooms Window Cleaning May
Burford Parish Hall	84	19/05/16	1617045	£ 36.00	£ -	£ 36.00	Hire Hall for Neighbourhood Plan Consultation
GE Bright	53891	24/05/16	1617046	£ 48.00	£ 8.00	£ 40.00	Replace Meter in Changing Rooms
Barclaycard			1617047	£ 291.76	£ 18.29	£ 273.47	Credit Card Transactions May 2014
Orange Payment Processing			1617048	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone

CURRENTLY OUTSTANDING TO END JUNE**£ 2,427.12**

RFO report End of Year 2015/16

To be read in conjunction with Accounts for Year End 31/03/2016 (Accounts) and Year End Cumulative v. Budget Statement (C/B)

At the end of 2015/16 there were some areas where expenditure ran below that anticipated leading to an overall surplus at the end of the year. Income was slightly below budget.

Expenditure showed a final surplus of £4186.62.

Income showed a final deficit of £314.76

There was also £21.92 of interest relating to closure of Barclays accounts at end of last year.

Together these three figures equal the final cash surplus **£4523.30** left in the Current Account after all 2015/16 creditors and debtors have been cleared.

Mistakes in budget setting were noted in the course of the year re. the inclusion of repaid VAT as an income item and while this was addressed moving forward for the 2016/17 budget some balancing is required when looking at 2015/16 cumulative v. budget figures to take account of this error.

Comparing the Cashbook, the Accounts and Cumulative Budget totals

Anticipated expenditure and income are budgeted for but each year there will be some items over and above this which have generally not been budgeted for - most notably the Mayoral fundraising and sundry income items. This is recorded as part of the daily cash book but has not been shown on the monthly C/B reports which were designed only to track budgeted spend. When added back into the equation these unbudgeted items balance the difference between the totals shown in the Cashbook and the Accounts and the C/B totals. See notes below Table 1 overleaf.

C/B totals were also shown inclusive of reserves for most of the year. Notes beneath Table 1 show that with reserves deducted from the equation and the various unbudgeted items added back in to the total the figures do add up to the same total.

Table 1 also breaks down the total expenditure figures to show budgeted and reserves expenditure separately.

Running percentages through the year have been skewed as they were comparing nett of VAT expenditure against the Gross total budgeted expenditure figure. VAT was received back but this was shown as income on the other side of the equation. It was effectively being counted twice. This was my error – for which I can only apologise.

The “Grand Total” row in Table 1 calculates on the same basis as last year’s reports and suggests there should be a surplus of £ 12,901.48 against budget. However once the Grand Total is adjusted for VAT that surplus is shown to be £4,186.62. Notes below this balance in Table 1 show the additional miscellaneous additions to this sum which are necessary to balance it against the Accounts and the true surplus in the current account at the end of the year - the total of £4523.30.

TABLE 1

EXPENDITURE	Budget Adjusted 29/02/2016	From RESERVES	Total Budgeted Spend incl Reserves	END OF YEAR total v. budget plus Reserves	END OF YEAR budgeted only	% of Budget Spent TO END	End of Year Budget deficit or surplus	END OF YEAR reserves only	% of RESERVES Spent TO END	End of Year RESERVES defecit or budget	INCOME	Budget Adjusted 25/09/15	ACTUAL	% of Budget Reached TO END	Income defecit or surplus to Budget
	2015-16	2015-16	2015-16	Mar-16		Mar-16		Mar-16		Mar-16		Mar-16	Mar-16	Mar-16	
FACILITIES	73130	18180	91310	81,495.63	64,615.86	88%	8,514.14	16,879.77	93%	1300.23	FACILITIES	14978	15,562.40	103.90%	584.40
NEIGHBOURHOOD PLAN	300	3200	3500	496.50	296.50	99%	3.50	200.00	6%	3000.00	NEIGHBOURHOOD PLAN				
ADMINISTRATION	94671	900.00	95571	91,080.66	90,287.16	95%	4,383.84	793.50	88%	106.50	ADMINISTRATION	13928	13,028.84	93.54%	-899.16
SUBTOTAL	168101	22280.00	190381	173072.79	155199.52	92%	12,901.48	17,873.27	80%	4406.73	SUBTOTAL	28906	28,591.24	98.91%	-314.76
											PRECEPT	127330	127,330.00	100%	
											Parish Grant	11865	11,865.00	100%	
GRAND TOTAL	168101	22280.00	190381	173072.79	155199.52	92%	£ 12,901.48	17873.27	80%	4406.73	GRAND TOTAL	168101	167786.24	99.81%	-314.76
VAT to balance	-8714.86														
GRAND TOTAL NETT OF VAT	159,386.14	22,280.00	181,666.14	173,072.79	155,199.52	97%	4,186.62	17,873.27	80%	4,406.73					
TOTAL Includes Funds Transfers				-20000	-20000										
NETT				<u>153072.79</u>	<u>135199.52</u>		<u>4186.62</u>	<u>17873.27</u>					<u>167786.24</u>		
<u>Adjusted to include</u>											<u>Does not include</u>				
Mayors Fundraising				2,554.45	2,554.45						Mayors Fundraising		2620.00		
Credit card adjustments				-87.00	-87.00						Recycling Credits		2,433.36		
Reserves					17873.27						Contributions & donations		455.14		
											Miscellaneous Income		202.70		
											VAT charged		30.60		
Total Nett Expenditure from Cashbook				<u>155540.24</u>	<u>155540.24</u>		<u>4523.30</u>	<u>17873.27</u>			Total Gross Income from Cashbook		<u>173,528.04</u>		

Expenditure and Income nett totals

2015/16	GROSS	VAT	NETT	
C/B Expenditure Budget	168101.00	-8714.86	159386.14	
C/B Nett Expenditure Actual	155199.52		155199.52	
			4186.62	Budgeted Expenditure not made
C/B Income Budget	168101.00	-8,714.86	159386.14	
C/B Income Actual	167786.24	-8,714.86	159071.38	
			314.76	Budgeted Income Not received
4186.62	Expenditure not made			
314.76	Income not received (Negative income equates to positive expenditure)			
4501.38	Total of Expenditure not made and Income not received			
-3.98	Deduct WCC deposit account interest held in that account not in Current Account			
25.9	Add back adjustment for Interest from old Barclays transferred to Current Account			
£ 4,523.30	Total Surplus which should be left in Current Account at end of year			

Banking transactions since 31/03/16 relating to 2015/16 financial year.

Items highlighted in blue are shown as Debtors or creditors on p1 & p2 of the Accounts.

Other items have been included in the Bank Reconciliation on p8 of the Accounts.

The Bank Reconciliation showed a closing balance of £6997.77 - this sum plus £1,473.50 due from Debtors, less £3,336.56 & £611.41 due to Creditors equals the final 2015/16 surplus of £4,523.30.

31/03/2016	END OF YEAR BALANCE - p8 of YE Accounts		£	11,448.06
01/04/2016	Transactic	37	£92.00	£ 11,540.06
04/04/2016	B/P to: Highway Safety Sup	1516264	-£750.00	£ 10,790.06
04/04/2016	B/P to: Ryan g Parkes	1516263	-£70.00	£ 10,720.06
04/04/2016	B/P to: Andys MowersServic	1516261 INV 46	-£60.00	£ 10,660.06
05/04/2016	WORCESTERSHIRE C.C	LA01 3911047739 K	£287.50	£ 10,947.56
08/04/2016	Transactic	38	£684.00	£ 11,631.56
11/04/2016	L Renshaw	1519416	£54.00	£ 11,685.56
11/04/2016	L Renshaw	1517716	£72.00	£ 11,757.56
12/04/2016	Direct Debit (NPOWER)	79255959300	-£50.74	£ 11,706.82
14/04/2016	Direct Debit (NPOWER)	79684702340	-£124.62	£ 11,582.20
14/04/2016	Direct Debit (MAINSTREAM DIGITAL)	AA21619463	-£3.95	£ 11,578.25
15/04/2016	B/P to: HMRC Emp Contrib	653PR0001039821603	-£3,336.56	£ 8,241.69
22/04/2016	Direct Debit (BCARD COMMERCIAL)	5.47676E+15	-£333.91	£ 7,907.78
26/04/2016	WORCESTERSHIRE C.C	LA01 3911052951 K	£74.58	£ 7,982.36
27/04/2016	B/P to: Npower	INV LGUXJSXY	-£611.41	£ 7,370.95
27/04/2016	B/P to: MTM ContractingLtd	1516278 INV 005	-£1,740.00	£ 5,630.95
27/04/2016	B/P to: Regal TenburyTrust	1516279 INV 391	-£744.00	£ 4,886.95
27/04/2016	B/P to: Avonmore Associate	1516267 INV 10069	-£393.78	£ 4,493.17
27/04/2016	B/P to: C. Bunn Lengthsman	1516271 TTC MAR	-£149.50	£ 4,343.67
27/04/2016	B/P to: WestMerciaSupplies	1516268 B085457	-£146.76	£ 4,196.91
27/04/2016	B/P to: Complete Off Solut	1516276 SINV887875	-£35.51	£ 4,161.40
27/04/2016	B/P to: St Michaels VHall	1516265 INV 134	-£29.00	£ 4,132.40
27/04/2016	B/P to: GE Bright Electric	1516274 INV 053556	-£14.98	£ 4,117.42
27/04/2016	B/P to: A H Caldicott	1516275 INV11034	-£11.50	£ 4,105.92
27/04/2016	B/P to: J G Banfield	1516273 INV 4805	-£7.15	£ 4,098.77
28/04/2016	Cheque 300051	NILS	-£556.57	£ 3,542.20
29/04/2016	B/P to: G. Walden	1516262 INV 1309	-£750.00	£ 2,792.20
04/05/2016	Cheque 300052	Tenbury Transport Trust	-£525.00	£ 2,267.20
04/05/2016	HMRC VAT REPAY	289 0005 58	£1,473.50	£ 3,740.70
05/05/2016	Cheque 300053	Tenbury & District Muse	-£525.00	£ 3,215.70
09/05/2016	Transfer to 20346906	re Q3 & Q4 Recycling 20	-£1,012.53	£ 2,203.17
09/05/2016	Transfer from 20346906	re Line Marking 2015/16	£750.00	£ 2,953.17
10/05/2016	Transfer from 20346906	re Councillor Badges 201	£293.50	£ 3,246.67
13/05/2016	WORCESTERSHIRE C.C	LA01 3911058573 K	£5.00	£ 3,251.67
	TUFC	AWAITING PAYMENT	£754.50	£ 4,006.17
	WCC RECYCLING Q4	AWAITING PAYMENT	£517.13	£ 4,523.30
			£ 4,523.30	£ 4,523.30

FACILITIES						FACILITIES					
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted 25/09/16	Difference	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	Apr-16		2016-17	2016-17		Apr-16	Apr-16
The Burgage											
Grass Cutting	2300		2300			Bonfire	120	120			
Weed & Spring Feed + Oversow	600		600			Applefest	120	120			
Kyre Bank Strimming	650		650								
Play Area	500		500			Car Boot Sales	600	600			
Shrubs & Flowers	500		500								
Japanese Knotweed	500		500								
	5050		5050				840	840			
Bowling Green											
Treatment & Scarifying	6000		6000			Bowling Club	584	584			
						Bowling League	584	584			
						Pay per Use Fees					
	6000		6000				1168	1168			
Tennis Courts											
Repair & Upkeep	1500		1500			Tennis Club Fees	987	987			
Tennis Courts Project Reserves	1000		1000			Pay per Use Fees	150	150			
	2500		2500				1137	1137			
Pavilion & Groundsmans Shed											
Electricity	1100		1100								
Water	150		150	33.63	22%						
Rates	390		390	32.80	8%						
Building Maintenance	500		500	78.95	16%						
Electrical Maintenance	500		500								
Pavilion Roof Maintenance											
Project Reserves	1000		1000								
	3640		3640	145.38	4%		-				
THE BURGAGE	17190		17190	145.38	1%	THE BURGAGE	3,145.00	3145			
General Costs											
Groundsman Tools	750		750			Cemetery charges	200	200			
Petrol/Diesel	150		150								
Maintenance of Equipment	600		600	158.48	26%						
Maintenance Costs	1200		1200								
Tree Work	1000		1000								
Tree Reserves	1000		1000								
Groundsman Training	700		700								
	5400		5400	158.48	3%		200	200			
Subtotal	59,430.00	9250	68680	6,266.58	9%		14420	14420		1,661.50	12%
Contingency Fund	1000		1000								
FACILITIES TOTAL	60430	9250	69680	6267	9%	FACILITIES TOTAL	14420	14420		1661.5	12%

ADMINISTRATION					ADMINISTRATION				
Payback Schemes					Payback Schemes				
Lengthsman	3000		3000		Lengthsman	3000	3000		
Footpaths	500		500		Footpaths	500	500		
Rate Relief	150		150		Rate Relief	150	150		
	3650		3650			3650	3650		
SUB TOTAL	29855		30105	5,718.84 19%	SUB TOTAL	4932	4932		
Contingency Fund	1000		750						
ADMIN SUB TOTAL	30855		30855	5,718.84 19%	ADMIN SUB TOTAL	4932	4932		
WAGES/ALLOWANCES					WAGES/ALLOWANCES				
Mayors Allowance	1500		1500						
SALARIES	63000		63000	4,462.50 7%					
Pension from Jan 2017	4000		4000						
WAGES/ALLOWANCES TOTAL	68500		68500	4,462.50 7%					
ADMIN GRAND TOTAL	99355		99355	10181.34 10%	ADMIN GRAND TOTAL	4932	4932		

Neighbourhood Plan						Neighbourhood Plan					
EXPENDITURE	ORIGINAL BUDGET	From RESERVES/GRANT	Total Budgeted Spend incl Reserves	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted 25/09/16	Difference	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	Apr-16		2016-17	2016-17		Apr-16	Apr-16
Promotion & Advertising	1000		1000								
Consultants Fees	500	5,840.00	6340			GRANT	5840	5840		5840	100%
Other	500		500								
	2000	5840	7840								

OVERVIEW						OVERVIEW					
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted 25/09/16	Difference	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	Apr-16		2016-17	2016-17		Apr-16	Apr-16
FACILITIES	60430	9250	69680	6,266.58	9%	FACILITIES	14420	14420		1,661.50	12%
NEIGHBOURHOOD PLAN	2000	5840	7840	-		NEIGHBOURHOOD PLAN					
ADMINISTRATION	99355		99355	10,181.34	10%	ADMINISTRATION	4932	4932		-	
SUBTOTAL	161785	15090	176875	16447.92	9%	SUBTOTAL	19352	19352		1,661.50	9%
						PRECEPT	133412	133412		66,706.00	50%
						Parish Grant	9021	9021		4,510.50	50%
GRAND TOTAL	161785	15090	176875	16448	9%	GRAND TOTAL	161785	161785		72878	45%

Reserves

Table 1 shows that the budgeted amount which was to be taken from Reserves in 2015/16 was £22,280 and that actual expenditure against these items amounted to £17,873.27 leaving a balance allocated but unspent of £4,406.73 as follows:-

£ 1,250.00	Line Marking
£ 106.50	Cllr Badges
£ 3,000.00	Neighbourhood Plan
£ 50.23	Play Area Opening
<u>£ 4,406.73</u>	

These balances are held in the Reserves Account and are included in this Reserves breakdown for the end of 2015/16. The balances from Cllr Badges and Play Area Opening are included in the General Contingency sum.

Earmarked Reserves at 31/03/2016

£	10,000.00	Pump Rooms Long Term Maintenance
£	25,759.88	Regal Long Term Maintenance Fund
£	10,000.00	Palmers Car Park Resurfacing
£	1,250.00	Car Park Line Marking
£	3,000.00	Neighbourhood Planning
£	250.00	Pump Rooms Wedding License (renewal due Oct 2018)
£	2,100.00	Election Costs
£	-	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
£	4,053.16	General Contingency Reserve eg. Flood etc.
<u>£</u>	<u>77,743.04</u>	<u>TOTAL</u>

Restricted Reserves

NIL = Funds spent on New Play Area & Access

This total equals the total shown on p8 of the Accounts as held in the Reserves account.

Dawn Worgan

RFO

NOTES FROM DISCUSSION REGARDING THE REPLACEMENT

BOWLING GREEN MOWER – MONDAY 23RD MAY 2016 AT 7.25 PM,

THE PUMP ROOMS, TENBURY WELLS

The Mayor explained that the Finance and Staffing Meeting had been cancelled due to the Town Clerk's absence.

The Mayor stated that as discussed at the Facilities Committee last week on the 16th May, the current Bowling Green mower had broken and it is increasingly difficult to source parts since it is an old ATCO model which the Council have second or third hand.

Bowling greens require specialised mowers capable of cutting to a very low level as this helps the fine grasses used on the green to survive while cutting coarser grasses too short for their comfort.

Most domestic mowers are not capable of cutting at such a low height so the type of mower we require is very niche.

Avonmore advised us to buy the best quality possible and said that Dennis mowers were the most reliable and highest quality.

The options which have been identified are:-

- A. A new Dennis mower the FT 510 has a list price of £4950 but the best the Town Council had been quoted was £4250 from their dealer in Leominster, Tallis Amos.
- B. Tallis Amos also offered an alternative machine the Dennis D140T-1 Razor Ultra 560 which has been their demonstrator model and is available for £3,000, reduced from the list price of £5,575.
- C. Buftons in Ludlow have an ex demon Atco Clipper 20 Club which retails at £1,459 but would be available for £900 but this is less of a commercial mower.
- D. John Weston has a second hand Ransomes Marquis 61 which he would be prepared to negotiate a price for. This has not been used for over 4 years and would need to be cleaned up and serviced before its performance could be assessed.

The current best dealer price for this model new would be £2,900 but according to the local dealer TH White of Redditch this machine is more for high end ornamental lawns and they have a more specialised mower aimed at bowling greens, the Superbowl which is around the same price.

Cllr Eachus and Willis considered the various options and felt that Option C, the Atco might not be robust enough for long term use.

They were wary of Option D, the second-hand Ransomes machine, which could not be seen in immediate working order as a replacement was urgently needed. They were also concerned that it might not be as specialised for bowling greens as had been thought.

Option A, the Dennis FT 510 is top of the range and can have alternative cassettes installed for verticutting etc but it was felt that the extra cost of this option could only be justified if the Council intended to take on complete maintenance of the green all year round which seemed unlikely.

Option B, the Dennis Razor is a very high end specialised piece of equipment. The dealer brought it out on Friday for a demo [so that we could sneakily cut the green before the weekend]. It performed very well.

The recommendation is that the Council purchase the Dennis D140T-1 Razor Ultra 560 for £3,000.

Cllr Eachus stated that the Dennis FT 510 [Option A] which could have extra cassettes installed would only give superficial results. The scarifying work required would mean that the machine would not go deeper enough and he considered that the Council would be better off continuing having this work carried out by Avonmore.

Cllr Eachus considered that the Dennis D140T-1Razor machine should last 30 years as it was a good mower and make.

A discussion took place regarding the funding of the replacement mower. The Mayor stated that the Council did have a tools maintenance budget of £750 which could be used and the remainder £2,250 would have to be funded from the Council's reserves budget.

The maintenance of a new machine was discussed. It had been explained to the Groundsman that the new machine should be cleaned every time it is used. The Mayor stated that Avonmore were more than happy to show the Groundsman anything he was unsure of and would reset it if required.

RECOMMENDATION

After some discussion it was proposed by Cllr Weston and seconded by Cllr Davies and agreed by all Members, that Option B the Dennis D140T-1 Razor Ultra 560 for £3,000 should be purchased.