

TENBURY TOWN COUNCIL 2016/17 FS04

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Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **TUESDAY 30TH AUGUST 2016 at 7:30 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

APOLOGIES: Cllr S Bowkett, Cllr J Morgan

IN ATTENDANCE: Cllr E Hudson, Town Clerk

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

Apologies had been received from Cllr Stephen Bowkett and Cllr Jonathan Morgan

RESOLVED that apologies be accepted.

4.2. Declarations of Interest

None

4.3. Public Participation

None

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

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

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

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

4.6. To approve the Monthly Accounts for July 2016 and the Outstanding Accounts for August/September 2016 for recommendation to Full Council.

Attached Appendix B

RESOLVED that the Monthly Accounts to July 2016 and any Outstanding Accounts for August/September 2016 be approved and so presented for ratification by Full Council.

4.7. To review the budget for the year and the Council's financial position to end July 2016 and to consider reallocation of funds to cover cost of pension advice received.

Attached Appendix C. Members were satisfied that expenditure was according to budget. The Clerk reminded Members that when budgets had been set last year it had not been known that a second round of pension advice would be sought. £4000 had been budgeted toward employer pension contributions based upon the LGPS likely contribution levels. As the Council had now chosen a pension plan with much lower contributions the sum budgeted would be almost double what was required in employer contributions. The second round of pension advice would cost £1500 so the Clerk proposed to Members that this sum be allocated from the pension contribution budget leaving £2500 to cover contributions on the Aviva scheme from January 2017. The overall budget total would not be altered. Members agreed that this was a sensible reallocation of funds. Amendments highlighted in yellow in attached Appendix C.

RESOLVED that the budget position to date be accepted and that budgeted amounts be reallocated from pension contributions to cover the cost of pension advice received.

4.8. To consider funding for grass grid installation at entrance to Palmers Meadow and to approve works to go ahead should funding be agreed.

Concerns had been raised regarding the entrance to Palmers Meadow especially in respect of the upcoming Applefest and the loss of parking in town due to closure of the Tesco site. A quotation had been obtained for work to reinforce the entrance area with grass grid and it was suggested that the budget which had been created for extra fencing on Palmers might be used for this. However in light of the recent information on the imminent start-up of the Tesco build and confirmation that WCC would be looking to install the overflow car park which had previously been discussed for Palmers Meadow it was suggested that it would be pointless for the Council

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to pay for this work when it was to be covered in the larger WCC project. Members therefore considered whether a short term solution of temporary mats might be used for Applefest and agreed that the Council would cover this cost from the fencing budget in order to avoid damage to the Palmers Meadow entrance before WCC works could commence.

RESOLVED to approve a short term solution temporary at solution to protect the entrance for Applefest at Council cost.

4.9. To consider continuation of the annual donation made to Tenbury CAB.

This issue had been raised by Cllr Fielder at the previous meeting and the Clerk had contacted South Worcestershire CAB for details of the costs incurred in running their service in Tenbury. The detailed response which had been circulated to Councillors made clear that the annual costs of providing the service were much more than the donation given by the council and that the donation was most certainly needed. In light of this information Cllr Fielder proposed that the donation remain in place and be included in future budget consideration.

RESOLVED to continue the Council's annual donation of £1000 to support CAB services in Tenbury.

4.10. To confirm the amendments to the banking mandate necessary to add Mrs Lesleyann Bruton to the all of the Town Council accounts with the same level of access and authority as the outgoing Clerk/RFO.

Members agreed that the new Clerk must have the same authorities as the outgoing Clerk.

RESOLVED to Approve amendments to the Banking Mandate as necessary.

4.11. Correspondence.

None

4.12. Councillors' reports and items for future agenda

None

4.13. 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(l) of the Local Government Act 1972:-

4.14. To receive the resignation of the Assistant Town Clerk and to consider steps toward appointing a replacement.

Members were very sad to hear that the Assistant Clerk had resigned. Mrs Fiona Peplow had been a reliable and well liked member of the Council team and would be missed. Members discussed how a replacement should be found and the outgoing Town Clerk said she felt Members should consult with their new Clerk, who would take up her post in only a few days, before proceeding further with this as this would be a member of staff she would work very closely with. It was proposed that a group of Councillors be mandated to take up the discussion with the new Clerk and to manage all aspects of the recruitment process for a new Assistant Town Clerk. Cllrs Fielder, Patrick, Weston and Willis were proposed as they had only recently been responsible for the Town Clerk's recruitment process

RESOLVED to mandate Cllr Fielder, Cllr Patrick, Cllr Weston and Cllr Willis to act on behalf of the Council in managing all aspects of the recruitment of a new Assistant Town Clerk.

Meeting ended at 8:42pm

Signed

Date

TENBURY TOWN COUNCIL

| BANK RECONCILIATION AT | | 31/07/2016 | £ |
|------------------------------------|----------|-------------------|----------|
| Cash in hand brought forward | | 125,141.62 | |
| Add receipts | | 2,313.00 | |
| | | 127,454.62 | |
| Less payments | | 19,362.74 | |
| Cash in hand carried forward | | 108,091.88 | A |
| Represented by; | | | |
| Bank accounts | Current | 15,671.99 | |
| Cash in hand | Deposit | 91,626.39 | |
| | | 107,298.38 | |
| Less unrepresented expenditure | £ | | |
| | 1,000.00 | | |
| | | 1,000.00 | |
| Add receipts not on bank statement | | | |
| | 754.50 | | |
| | 12.00 | | |
| | 987.00 | | |
| | 40.00 | | |
| | | 1,793.50 | |
| | | 108,091.88 | B |

A = B Okay

| Financial Year ending 31/03/16 | RESERVES | | Alto Card | WCC | TOTALS |
|--|------------------------|----------------|-----------------|-------------|-----------|
| | CURRENT UNITY TRUST | UNITY TRUST | & Petty Cash | Deposit A/C | |
| Balance at 30/06/2016 (cash at bank and in hand) | 31900.73 | 91626.39 | 73.47 | 957.40 | 124557.99 |
| Balance at 31/07/2016 (cash at bank and in hand) | 15671.99 | 91626.39 | 64.87 | 957.40 | 108320.65 |
| Variance | -16228.74 | 0.00 | -8.60 | 0.00 | -16237.34 |

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

| Payee | Payment Ref | Date | Amounts | Reference |
|--------------------------------|-------------|----------|----------|---|
| OLOPRO | 1616917 | 04/07/16 | 20.00 | Hire Pump Rooms 20/7/16 Labour Party Event |
| Bill White Nurseries | 1617058.1 | 04/07/16 | -2542.50 | Hanging Baskets 2016 - 125 |
| Complete Office Solutions | 1617059 | 04/07/16 | -107.08 | Paper, Card, Pens & Filing Clips |
| Malcolm Morris | 1617060 | 04/07/16 | -48.00 | Mole Control Burgage Palmers & Cemetery |
| HMRC | 1617073 | 04/07/16 | -3474.86 | Q1 NICS & TAX April to June 2016 |
| A H Caldicott | 1617074 | 04/07/16 | -37.20 | Repairs to Gents Toilet Pump Rooms |
| UK Fuels Ltd | 1617075 | 04/07/16 | -17.09 | Petrol for Mowers |
| MTM Contracting Ltd | 1617076 | 04/07/16 | -2236.80 | Mowing Burgage & Palmers April x 3 May x 4 & Burgage W |
| EZ Cleaning | 1617077 | 04/07/16 | -15.00 | Bus Shelter Cleaning June |
| West Mercia Supplies | 1617080 | 04/07/16 | -143.71 | Photocopy Charges |
| Avonmore Associates | 1617081 | 04/07/16 | -514.00 | Works to the Bowling Green |
| Tenbury News | 1614317 | 05/07/16 | 36.00 | 3 x Hanging Baskets |
| SPAR | 1614717 | 05/07/16 | 48.00 | 4 x Hanging Baskets |
| Tennis Court payments | | 05/07/16 | 45.00 | Tennis Court fees |
| Halo Hair Studio | 1613017 | 06/07/16 | 24.00 | 2 x Hanging Baskets |
| Tenbury Dental Care | 1615417 | 06/07/16 | 24.00 | 2 x Hanging Baskets |
| Unique Items | 1614217 | 06/07/16 | 36.00 | 3 x Hanging Baskets |
| Pizza Diann | 1416417 | 06/07/16 | 48.00 | 4 x Hanging Baskets |
| Temeside House | 16/165/17 | 06/07/16 | 96.00 | 8 x Hanging Baskets |
| Cllr Weston | 1616117 | 06/07/16 | 24.00 | 2 x Hanging Baskets |
| G H Bowkett Ltd | 1614917 | 06/07/16 | 60.00 | 5 x Hanging Baskets |
| G E Bright Electrical | 1612917 | 06/07/16 | 24.00 | 2 x Hanging Baskets |
| JG Banfield & Sons | 1615317 | 06/07/16 | 60.00 | 5 x Hanging Baskets |
| TSB Bank | 1616217 | 06/07/16 | 48.00 | 4 x Hanging Baskets |
| CJN Insurance | 1615617 | 06/07/16 | 24.00 | 2 x Hanging Baskets |
| A H Caldicotts | 1613517 | 06/07/16 | 36.00 | 3 x Hanging Baskets |
| Casa Portuguesa | 1612717 | 06/07/16 | 12.00 | 1 x Hanging Basket |
| Ship Inn | 1615117 | 06/07/16 | 108.00 | 9 X Hanging Baskets |
| G Deakin | 1616317 | 06/07/16 | 65.00 | Wedding Pump Rooms Hire - 11/08/16 |
| A H Caldicotts | | 06/07/16 | 40.00 | Interment - L Hampsey |
| Hilary Baldwin | 1616817 | 06/07/16 | 10.00 | Hire of Pump Rooms - 1st April 2016 |
| Regal Tenbury Trust | | 08/07/16 | 367.00 | Regal Rent July |
| Orange Payment Processing | 1617069 | 11/07/16 | -7.44 | Groundsman's Phone |
| Tenbury CoT Christmas Lights | 1617063 | 12/07/16 | -500.00 | Donation Cheque 300059 |
| Ms R Day | 1617079 | 12/07/16 | -100.00 | NP Consultation Prize Draw Cheque 300054 |
| Worcestershire Association o | 1616717 | 13/07/16 | 54.00 | Pump Room Hire - 7th June 2016 |
| Tenbury in Bloom | 1617065 | 13/07/16 | -150.00 | Donation Cheque 300057 |
| Npower | 1617082 | 14/07/16 | -90.75 | Electricity Sports Changing Rooms - 28/03/16 to 29/06/16 |
| Mainstream Digital Ltd | 1617085 | 14/07/16 | -6.40 | Call charges 01/06/16 - 29/06/16 |
| Mainstream Digital Ltd | 1617086 | 14/07/16 | -64.76 | Quarterly Rental 12.06.16 - 11.09.16 |
| Malvern Hills District Council | 1617070 | 15/07/16 | -436.00 | Rates Palmers Car Park |
| Malvern Hills District Council | 1617071 | 15/07/16 | -34.00 | Rates Pavilion Burgage |
| Malvern Hills District Council | 1617072 | 15/07/16 | -310.00 | Rates Pump Rooms |
| Tenbury Tourism | 1617062 | 18/07/16 | -350.00 | Donation Cheque 300055 |
| Npower | 1617088 | 18/07/16 | -118.65 | Electricity Sports Pavillion - 30/03/16 - 30/06/16 |
| WCC | | 19/07/16 | 224.25 | Lengthsman April |
| WCC | | 19/07/16 | 224.25 | Lengthsman May |
| WCC | | 21/07/16 | 218.50 | Lengthsman June |
| Tenbury Transport Trust | 1617064 | 21/07/16 | -500.00 | Donation Cheque 300056 |
| Barclaycard | 1617078 | 25/07/16 | -137.14 | Credit Card Transactions JUNE 2016 |
| Jodie Gardner | 1610517 | 27/07/16 | 65.00 | Wedding Pump Rooms Hire - 02/07/16 |
| MHDC | 1617067 | 27/07/16 | -30.00 | Mayors Parade Traffic Diversion |
| Herefordshire Housing Limite | 1617068 | 27/07/16 | -28.47 | Clerk Lone Worker Alarm |
| Caldicott Bros | 1617083 | 27/07/16 | -40.15 | Hand saw, cable ties, trimmer line, hazard tape |
| Mr C. Bunn | 1617084 | 27/07/16 | -218.50 | Lengthsman June |
| The Midlands News Associati | 1617087 | 27/07/16 | -401.00 | Advertising of Town Clerk post in Shropshire Star |
| Npower | 1617089 | 27/07/16 | -533.88 | Footway Lighting - 01/04 - 30/06 |
| Newsquest Media Group | 1617090 | 27/07/16 | -460.38 | Advertising of Town Clerk post in Ludlow Advertiser & Her |
| Opus Energy | 1617091 | 27/07/16 | -77.01 | Electric Pump Rooms 12/06/15 - 11/07/15 |
| EZ Cleaning | 1617092 | 27/07/16 | -15.00 | Bus Shelter Cleaning July |
| West Mercia Supplies | 1617093 | 27/07/16 | -108.36 | Lease from 13/08/16 to 12/11/16 |
| Unifire & Security Limited | 1617094 | 27/07/16 | -69.60 | Fire Extinguisher Servicing and Testing - The Pavilion |

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

cont

| Payee | Payment Ref | Date | Amounts | Reference |
|---|-------------|----------|------------------|------------------------------------|
| SALARIES M4 | M4 | 28/07/16 | -4439.01 | SALARIES M4 |
| S Martin & K Rotherham | 1610917 | 28/07/16 | 65.00 | Wedding Pump Rooms Hire - 06/08/16 |
| Sue Ryder Care | 1616017 | 28/07/16 | 12.00 | 1 x Hanging Basket |
| Age Concern | 1613117 | 28/07/16 | 24.00 | 2 X Hanging Baskets |
| GE Bright | 1617046.1 | 28/07/16 | -8.00 | VAT underpaid re invoice 53891 |
| ALTO card withdrawal fee | | | -1.00 | Final withdrawal to cash |
| Stamps | | | -7.60 | Stamps |
| TRANSACTION TOTALS for JULY 2016 | | | -16228.74 | 0.00 -8.60 |

Outstanding Cheques and Income received in July but not cleared into bank account by end July

| | | | | |
|------------------------------|---------|----------|----------|--|
| Tenbury United Football Club | 1518616 | 01/08/16 | 754.50 | 2015/16 Season License Fee |
| Soap Opera | 1612517 | 01/08/16 | 12.00 | 1 x Hanging Basket |
| Tenbury Tennis Club | 1617217 | 01/08/16 | 987.00 | Licence Fee for use of Tennis Courts April 2016 to March 2 |
| William Griffin Memorials | | 01/08/16 | 40.00 | Erection of headstone - Mr R Davies & Mrs M Davies |
| Tenbury CAB | 1617066 | 01/08/16 | -1000.00 | Donation Cheque 300060 |
| TOTAL | | | £ | 793.50 |

APPROVAL OF PAYMENTS

August PAYMENTS

| Payee | Invoice | Inv. Date | Paym Ref | Total | VAT | Net | Ref. |
|----------------------------------|--------------------|-----------|----------|-------------|------------|------------------|--|
| Tenbury Tool Hire | 12262 | 28/06/16 | 1617095 | £ 75.60 | £ 12.60 | £ 63.00 | Track Mats at Palmers Entrance re Party in the |
| Jaytee Publications | 5973 | 22/07/16 | 1617096 | £ 52.00 | £ - | £ 52.00 | Tenbury Wells Tourist Guide 2017 Advert |
| 1st Tenbury Wells Scout Grou | 300061 | 26/07/16 | 1617097 | £ 40.00 | £ - | £ 40.00 | Return of overpayment for annual lease on Sc |
| Malvern Hills District Council | | | 1617098 | £ 436.00 | £ - | £ 436.00 | Rates Palmers Car Park |
| Malvern Hills District Council | | | 1617099 | £ 34.00 | £ - | £ 34.00 | Rates Pavilion Burgage |
| Malvern Hills District Council | | | 1617100 | £ 310.00 | £ - | £ 310.00 | Rates Pump Rooms |
| Orange Payment Processing | 1241162482 | 24/07/16 | 1617101 | £ 7.54 | £ 1.26 | £ 6.28 | Groundsman's Phone 24/7 - 23/08 |
| Barclaycard | 547676 00058 83296 | 28/07/16 | 1617102 | £ 5.54 | £ - | £ 5.54 | Credit Card Transactions June 2016 |
| Avonmore Associates | 10526 | 28/07/16 | 1617103 | £ 484.00 | £ 80.67 | £ 403.33 | Bowling Green contract |
| UK Fuels | 1439725 | 31/07/16 | 1617104 | £ 38.84 | £ 6.47 | £ 32.37 | Petrol for Mowers |
| Mr C. Bunn | JULY | 31/07/16 | 1617105 | £ 218.50 | £ - | £ 218.50 | Lengthsman July |
| Mainstream Digital Ltd | 754901 | 31/07/16 | 1617106 | £ 6.30 | £ 1.05 | £ 5.25 | Call charges 30.06.16 - 29.07.16 |
| Teme Civil Engineering | 328 | 22/07/16 | 1617107 | £ 28,557.60 | £ 4,759.60 | £ 23,798.00 | Skate Park Works Part 1 |
| Activ Web Design | 248 | 29/06/16 | 1617108 | £ 370.00 | £ - | £ 370.00 | Neighbourhood Plan website launch and design |
| Clr Mark Willis | | 10/08/16 | 1617109 | £ 149.40 | £ - | £ 149.40 | Mileage Claim |
| Opus Energy | 60748300 | 12/08/16 | 1617110 | £ 65.28 | £ 3.11 | £ 62.17 | Electric Pump Rooms 12/07/16 - 11/08/16 |
| EZ Cleaning | 63 | 17/08/16 | 1617111 | £ 15.00 | £ - | £ 15.00 | Bus Shelter Cleaning August |
| JG Banfield & Sons | 4843 | 31/07/16 | 1617112 | £ 4.05 | £ 0.67 | £ 3.38 | Cable Ties |
| Applefest | | | 1617113 | £ 70.00 | £ - | £ 70.00 | 2x 3m Gazebo Space |
| Malcs Garden Care & Pest Control | | | 1617114 | £ 89.00 | £ - | £ 89.00 | Vermin Control |
| SALARY PAYMENTS | AUGUST | | M5 | £ 4,841.12 | £ - | £ 4,841.12 | M5 SALARY PAYMENTS |
| TOTAL | | | | £ | | 35,869.77 | |

Grants & Donations received in August

| From | Date Received | Total | Ref. |
|---|---------------|-------------|--|
| Malvern Hills Community Safety Partnersip | | £ 5,000.00 | Grant towards works on Skate Park |
| Wheels in Motion | | £ 12,000.00 | Donation toward works on Skate Park |
| MHDC - S106 | | £ 23,352.00 | S106 funding ref Tenbury View for Skate Park works |

Total Received in August **£ 40,352.00**

SEPTEMBER PAYMENTS CURRENTLY AWAITING APPROVAL

| Payee | Invoice | Inv. Date | Paym Ref | Total | VAT | Net | Ref. |
|--------------------------------|---------|-----------|----------|-------------|------------|-------------|-------------------------|
| Teme Civil Engineering | 330 | 19/08/16 | 1617115 | £ 17,018.87 | £ 2,836.48 | £ 14,182.39 | Skate Park Works Part 2 |
| Malvern Hills District Council | | | 1617116 | £ 436.00 | £ - | £ 436.00 | Rates Palmers Car Park |
| Malvern Hills District Council | | | 1617117 | £ 34.00 | £ - | £ 34.00 | Rates Pavilion Burgage |
| Malvern Hills District Council | | | 1617118 | £ 310.00 | £ - | £ 310.00 | Rates Pump Rooms |

CURRENTLY OUTSTANDING TO END SEPTEMBER **£ 17,798.87**

| FACILITIES | | | | | | | | FACILITIES | | | | | | |
|--------------------------------|------------------|-----------------|------------------|------------------------------------|-----------------|-----------------|-----------------------------------|-------------------------------|-----------------|------------------|--------------------------|-----------------|-----------------|-----------------------------------|
| EXPENDITURE | ORIGINAL BUDGET | From RESERVES | From GRANTS | Total Budgeted Spend incl Reserves | ACTUAL | ACTUAL | % of Budget Reached TO END Jul-16 | INCOME | ORIGINAL BUDGET | From GRANTS | Total INCOME incl Grants | ACTUAL | ACTUAL | % of Budget Reached TO END Jul-16 |
| | 2016-17 | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | | | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | |
| Pump Rooms | | | | | | | | Pump Rooms | | | | | | |
| Gas | 1300 | | | 1300 | 396.78 | 396.78 | 31% | Bookings | 4000.00 | | 4000.00 | 1112 | 1316 | 33% |
| Electricity | 1100 | | | 1100 | 211.65 | 284.99 | 26% | | | | | | | |
| Water | 100 | | | 100 | | | | | | | | | | |
| Rates | 3200 | | | 3200 | 927.60 | 1,237.60 | 39% | | | | | | | |
| Building Maintenance | 2000 | | | 2000 | 20.00 | 51.00 | 3% | | | | | | | |
| Fire Extinguishers/Alarm | 200 | | | 200 | 93.00 | 93.00 | 47% | | | | | | | |
| Electrical Maintenance/Checks | 200 | | | 200 | | | | | | | | | | |
| Boiler Maintenance | 200 | | | 200 | | | | | | | | | | |
| Cleaning Materials/Disposables | 50 | | | 50 | 17.00 | 17.00 | 34% | | | | | | | |
| Wedding License | 750 | | | 750 | 750.00 | 750.00 | 100% | | | | | | | |
| Project Reserves | 2000 | | | 2000 | 2,000.00 | 2,000.00 | 100% | | | | | | | |
| Pump Rooms | 11100 | | | 11100 | 4,416.03 | 4,830.37 | 44% | Pump Rooms | 4,000.00 | - | 4,000.00 | 1112 | 1316 | 33% |
| Regal | | | | | | | | Regal | | | | | | |
| Building Maintenance | 2500 | | | 2500 | 150.00 | 150.00 | 6% | Rent | 4400.00 | | 4400 | 1,101.00 | 1,468.00 | 33% |
| Project Reserves | | | | | | | | | | | | | | |
| RTT Grant Donation | 10000 | | | 10000 | 5,000.00 | 5,000.00 | 50% | | | | | | | |
| Regal | 12500 | | | 12500 | 5150 | 5150 | 41% | Regal | 4400 | | 4400 | 1101 | 1468 | 33% |
| REGAL & PUMP ROOMS | 23600 | | | 23600 | 9566.03 | 9980.37 | 42% | REGAL & PUMP ROOMS | 8400 | | 8400 | 2213 | 2784 | 33% |
| Palmers Meadow | | | | | | | | Palmers Meadow | | | | | | |
| Grass Cutting | 2300 | | | 2300 | | 630.00 | 27% | Football Club | 1006.00 | | 1006 | | | |
| Weed Feed & Repairs | 600 | | | 600 | | 225.00 | 38% | Rugby Club | 614.00 | | 614 | 153.50 | 153.50 | 25% |
| Hedge Cutting | 200 | | | 200 | | | | May Fair | 800.00 | | 800 | 850.00 | 850.00 | 106% |
| Car Park Rates | 4450 | | | 4450 | 1304.00 | 1740.00 | 39% | Scout Hut | 5.00 | | 5 | | | |
| Repainting of Carpark Lines | | 1250 | | 1250 | | | | Skate Park Grants | | 45352.00 | 45352 | | | |
| Project Reserves Skate Park | | 8000 | 45352 | 53352 | | | | | | | | | | |
| Fencing Palmers Meadow | 2000 | | | 2000 | | | | | | | | | | |
| Project Reserves Car Park | 1000 | | | 1000 | 1000.00 | 1000.00 | 100% | | | | | | | |
| Palmers Meadow | 10,550.00 | 9,250.00 | 45,352.00 | 65152 | 1,304.00 | 2,595.00 | 4% | Palmers Meadow | 2,425.00 | 45,352.00 | 47,777.00 | 1,003.50 | 1,003.50 | 2% |
| Changing Rooms | | | | | | | | Changing Rooms | | | | | | |
| Electricity | 550 | | | 550 | | 86.43 | 16% | Changing Rooms Meter | 250.00 | | 250 | 21.00 | 21.00 | 8% |
| Water | 140 | | | 140 | 73.71 | 73.71 | 53% | | | | | | | |
| Building Maintenance | 500 | | | 500 | | | | | | | | | | |
| Electrical Maintenance | 500 | | | 500 | 206.43 | 206.43 | 41% | | | | | | | |
| Project Reserves | 1000 | | | 1000 | 1000.00 | 1000.00 | 100% | | | | | | | |
| Changing Rooms | 2690 | | | 2690 | 280.14 | 366.57 | 14% | Changing Rooms | 250 | | 250 | 21 | 21 | 8% |
| PALMERS MEADOW | 13240 | 9250 | 45352 | 67842 | 1584.14 | 2961.57 | 4% | PALMERS MEADOW | 2,675.00 | 45,352.00 | 48,027.00 | 1024.5 | 1024.5 | 2% |

| FACILITIES | | | | | | | | FACILITIES | | | | | | |
|--|-----------------|---------------|--------------|------------------------------------|-----------------|-----------------|----------------------------|-------------------------|-----------------|--------------|--------------------------|---------------|---------------|----------------------------|
| EXPENDITURE | ORIGINAL BUDGET | From RESERVES | From GRANTS | Total Budgeted Spend incl Reserves | ACTUAL | ACTUAL | % of Budget Reached TO END | INCOME | ORIGINAL BUDGET | From GRANTS | Total INCOME incl Grants | ACTUAL | ACTUAL | % of Budget Reached TO END |
| | 2016-17 | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 | | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 |
| The Burgage | | | | | | | | | | | | | | |
| Grass Cutting | 2300 | | | 2300 | | 630.00 | 27% | Bonfire | 120.00 | | 120 | | | |
| Weed & Spring Feed + Oversow | 600 | | | 600 | | 379.00 | 63% | Applefest | 120.00 | | 120 | | | |
| Kyre Bank Strimming | 650 | | | 650 | | | | | | | | | | |
| Play Area | 500 | | | 500 | 377.00 | 377.00 | 75% | Car Boot Sales | 600.00 | | 600 | 360.00 | 360.00 | 60% |
| Shrubs & Flowers | 500 | | | 500 | | | | | | | | | | |
| Japanese Knotweed | 500 | | | 500 | | | | | | | | | | |
| | 5050 | | | 5050 | 377 | 1,386.00 | 27% | | 840 | | 840 | 360 | 360 | 43% |
| Bowling Green | | | | | | | | | | | | | | |
| Treatment & Scarifying | 6000 | | | 6000 | 835.83 | 1,264.16 | 21% | Bowling Club | 584.00 | | 584 | | | |
| | | | | | | | | Bowling League | 584.00 | | 584 | | | |
| | | | | | | | | Pay per Use Fees | | | | | | |
| | 6000 | | | 6000 | 835.83 | 1264.16 | 21% | | 1168 | | 1168 | | | |
| Tennis Courts | | | | | | | | | | | | | | |
| Repair & Upkeep | 1500 | | | 1500 | | | | Tennis Club Fees | 987.00 | | 987 | | 987.00 | 100% |
| Tennis Courts Project Reserves | 1000 | | | 1000 | 1,000.00 | 1,000.00 | 100% | Pay per Use Fees | 150.00 | | 150 | 36.00 | 36.00 | 24% |
| | 2500 | | | 2500 | 1000 | 1000 | 40% | | 1137 | | 1137 | 36 | 1023 | 90% |
| Pavilion & Groundsmans Shed | | | | | | | | | | | | | | |
| Electricity | 1100 | | | 1100 | | 113.00 | 10% | | | | | | | |
| Water | 150 | | | 150 | 33.63 | 33.63 | 22% | | | | | | | |
| Rates | 390 | | | 390 | 100.80 | 134.80 | 35% | | | | | | | |
| Building Maintenance | 500 | | | 500 | 78.95 | 78.95 | 16% | | | | | | | |
| Electrical Maintenance | 500 | | | 500 | 70.98 | 128.98 | 26% | | | | | | | |
| Pavilion Roof Maintenance | | | | | | | | | | | | | | |
| Project Reserves | 1000 | | | 1000 | 1,000.00 | 1,000.00 | 100% | | | | | | | |
| | 3640 | | | 3640 | 284.36 | 489.36 | 13% | | | | - | | | |
| THE BURGAGE | 17190 | | | 17190 | 2,497.19 | 4,139.52 | 24% | THE BURGAGE | 3,145.00 | - | 3,145.00 | 396 | 1383 | 44% |
| General Costs | | | | | | | | | | | | | | |
| Groundsman Tools | 750 | 3000 | | 3750 | 3,000.00 | 3,000.00 | 80% | Cemetery charges | 200.00 | | 200 | 80.00 | 120.00 | 60% |
| Petrol/Diesel | 150 | | | 150 | | 14.24 | 9% | | | | | | | |
| Maintenance of Equipment | 600 | | | 600 | 170.15 | 170.15 | 28% | | | | | | | |
| Maintenance Costs | 1200 | | | 1200 | 22.17 | 103.63 | 9% | | | | | | | |
| Tree Work | 1000 | | | 1000 | | | | | | | | | | |
| Tree Reserves | 1000 | | | 1000 | 1,000.00 | 1,000.00 | 100% | | | | | | | |
| Groundsman Training | 700 | | | 700 | 24.58 | 24.58 | 4% | | | | | | | |
| | 5400 | 3000 | | 8400 | 4216.9 | 4312.6 | 51% | | 200 | | 200 | 80.00 | 120.00 | 60% |
| Subtotal | 59,430.00 | 12,250.00 | 45,352.00 | 117032 | 17864.26 | 21394.06 | 18% | | 14420 | 45352 | 59772 | 3713.5 | 5311.5 | 9% |
| Contingency Fund | 1000.00 | | | 1000 | | | | | | | | | | |
| FACILITIES TOTAL | 60430 | 12250 | 45352 | 118032 | 17864 | 21394 | 18% | FACILITIES TOTAL | 14420 | 45352 | 59772 | 3713.5 | 5311.5 | 9% |

| ADMINISTRATION | | | | | | | | ADMINISTRATION | | | | | | | |
|------------------------------------|--------------------|---------------|-------------|------------------------------------|---------------|-----------------|----------------------------|------------------------------|-----------------|-------------|--------------------------|---------------|---------------|----------------------------|--|
| EXPENDITURE | Budget Adjusted ?? | From RESERVES | From GRANTS | Total Budgeted Spend incl Reserves | ACTUAL | ACTUAL | % of Budget Reached TO END | INCOME | ORIGINAL BUDGET | From GRANTS | Total INCOME incl Grants | ACTUAL | ACTUAL | % of Budget Reached TO END | |
| | 2016-17 | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 | | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 | |
| Petty Cash | 100 | | | 100 | 100.00 | 100.00 | 100% | | | | | | | | |
| Telephone/Broadband | 500 | | | 500 | 179.89 | 245.39 | 49% | | | | | | | | |
| Stationery & Misc. | 300 | | | 300 | 8.99 | 98.22 | 33% | | | | | | | | |
| Photocopying | 700 | | | 700 | 90.30 | 300.36 | 43% | | | | | | | | |
| Lone Worker Alarm | 120 | | | 120 | 28.47 | 56.94 | 47% | | | | | | | | |
| Computer & software | 200 | | | 200 | | | | | | | | | | | |
| | 1,920.00 | - | | 1920 | 407.65 | 800.91 | 42% | | - | - | - | | | | |
| Council Running Costs | | | | | | | | Council Running Costs | | | | | | | |
| Audit etc. | 750 | | | 750 | | | | | | | | | | | |
| Internal Auditors Fee | 250 | | | 250 | 200.00 | 200.00 | 80% | Wayleaves | 48.00 | | 48 | | | | |
| Elections | 250 | | | 250 | 250.00 | 250.00 | 100% | | | | | 50.00 | 50.00 | | |
| Fees (Legal) | 1000 | | | 1000 | | | | Interest on A/Cs | 230.00 | | 230 | 53.51 | 53.51 | 23% | |
| Memberships CALC/SLCC | 1000 | | | 1000 | 1,002.79 | 1,002.79 | 100% | Hereford and Worcester A/C | 4.00 | | 4 | | | | |
| Training Courses | 500 | | | 500 | | | | | | | | | | | |
| Travel Allowances | 200 | | | 200 | | | | | | | | | | | |
| Insurance (all buildings) | 6025 | | | 6025 | 4,437.11 | 4,437.11 | 74% | | | | | | | | |
| Pension Advice | 1500 | | | 1500 | | | | | | | - | | | | |
| Employers Nat.Ins | 4500 | | | 4500 | | 1,078.31 | 24% | | | | | | | | |
| | 15975 | | | 15975 | 5889.9 | 6968.21 | 44% | | 282 | | 282 | 103.51 | 103.51 | 37% | |
| Community Services | | | | | | | | Community Services | | | | | | | |
| Street Lighting | 2500 | | | 2500 | | 444.89 | 18% | | | | | | | | |
| Hanging Baskets | 2000 | | | 2000 | | 2,118.75 | 106% | Hanging Baskets | 1000 | | 1000 | 890.00 | 930.00 | 93% | |
| Bus shelter, maintenance/cleaning | 200 | | | 200 | 15.00 | 45.00 | 23% | | | | | | | | |
| Flood Clean Up Reserves | | | | | | | | | | | | | | | |
| | 4,700.00 | - | | 4700 | 15.00 | 2,608.64 | 56% | | 1,000.00 | - | 1,000.00 | 890.00 | 930.00 | 93% | |
| Donations | | | | | | | | Donations | | | | | | | |
| Tenbury in Bloom | 150 | | | 150 | | 150.00 | 100% | | | | | | | | |
| Tenbury Tourism | 350 | | | 350 | | 350.00 | 100% | | | | | | | | |
| Tenbury CAB | 1000 | | | 1000 | | 1,000.00 | 100% | | | | | | | | |
| Tenbury CoT Christmas Lights | 500 | | | 500 | | 500.00 | 100% | | | | | | | | |
| Tenbury Transport Trust | 500 | | | 500 | | 500.00 | 100% | | | | | | | | |
| | 2500 | | | 2500 | | 2500 | 100% | | | | | | | | |
| Promotion | | | | | | | | Promotion | | | | | | | |
| Advertising | 1000 | | | 1000 | 40.00 | 758.15 | 76% | | | | | | | | |
| Web Site | 150 | | | 150 | | | | | | | | | | | |
| | 1,150.00 | - | | 1150 | 40.00 | 758.15 | 66% | | | | - | | | | |
| Loans | | | | | | | | Loans | | | | | | | |
| Public Works Loan Board(all loans) | 1460 | | | 1460 | 729.92 | 729.92 | 50% | | | | | | | | |
| | 1460 | | | 1460 | 729.92 | 729.92 | 50% | | | | | | | | |

| ADMINISTRATION | | | | | | | ADMINISTRATION | | | | | |
|-------------------------------|--------------|--|---------------|------------------|------------------|------------|--------------------------|----------------|-------------|---------------|----------------|------------|
| Payback Schemes | | | | | | | Payback Schemes | | | | | |
| Lengthsman | 3000 | | 3000 | 448.50 | 667.00 | 22% | Lengthsman | 3000 | 3000 | 667.00 | 22% | |
| Footpaths | 500 | | 500 | | | | Footpaths | 500 | 500 | | | |
| Rate Relief | 150 | | 150 | | | | Rate Relief | 150 | 150 | | | |
| | 3650 | | 3650 | 448.5 | 667 | 18% | | 3650 | 3650 | 667 | 18% | |
| SUB TOTAL | 31355 | | 31355 | 7530.97 | 15032.83 | 48% | SUB TOTAL | 4932.00 | 4932 | 993.51 | 1700.51 | 34% |
| Contingency Bank Charges | 150 | | 150 | 32.00 | 32.00 | 21% | | | - | | | |
| Contingency Fund | 850 | | 850 | | | | | | | | | |
| ADMIN SUB TOTAL | 32355 | | 32355 | 7562.97 | 15064.83 | 47% | ADMIN SUB TOTAL | 4932 | 4932 | 994 | 1700.51 | 34% |
| WAGES/ALLOWANCES | | | | | | | WAGES/ALLOWANCES | | | | | |
| Mayors Allowance | 1500 | | 1500 | 30.00 | 60.00 | 4% | | | | | | |
| SALARIES | 63000 | | 63000 | 13,578.57 | 20,414.13 | 32% | | | | | | |
| Pension from Jan 2017 | 2500 | | 4000 | | | | | | | | | |
| WAGES/ALLOWANCES TOTAL | 67000 | | 68500 | 13,608.57 | 20,474.13 | 30% | | | | | | |
| ADMIN GRAND TOTAL | 99355 | | 100855 | 21171.54 | 35538.96 | 35% | ADMIN GRAND TOTAL | 4932 | 4932 | 993.51 | 1700.51 | 34% |

| Neighbourhood Plan | | | | | | | | Neighbourhood Plan | | | | | | |
|--------------------|-------------------------|---------------------|-------------|------------------------------------|----------|-----------------|----------------------------|--------------------|-----------------|-------------|--------------------------|----------|----------|----------------------------|
| EXPENDITURE | Budget Adjusted ?? | From RESERVES/GRANT | From GRANTS | Total Budgeted Spend incl Reserves | ACTUAL | ACTUAL | % of Budget Reached TO END | INCOME | ORIGINAL BUDGET | From GRANTS | Total INCOME incl Grants | ACTUAL | ACTUAL | % of Budget Reached TO END |
| | 2016-17 | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 | | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 |
| | Promotion & Advertising | 1,000.00 | | | 1000 | 490.47 | 704.75 | | 70% | | | | | |
| Consultants Fees | 500.00 | | 5,840.00 | 6340 | 2,840.00 | 2,840.00 | 45% | GRANT | | 5840.00 | 5840.00 | 5,840.00 | 5,840.00 | 100% |
| Other | 500.00 | | | 500 | 36.00 | 36.00 | | | | | | | | |
| | 2000 | | 5840 | 7840 | 3,366.47 | 3,580.75 | 46% | | | 5840.00 | 5840 | 5,840.00 | 5,840.00 | 100% |

| OVERVIEW | | | | | | | | OVERVIEW | | | | | | |
|--------------------|--------------------|---------------|--------------|---|--------------|--------------|----------------------------|--------------------|------------------|------------------|--------------------------|-----------------|-----------------|----------------------------|
| EXPENDITURE | Budget Adjusted ?? | From RESERVES | From GRANTS | Total Budgeted Spend incl Grants & Reserves | ACTUAL | ACTUAL | % of Budget Reached TO END | INCOME | ORIGINAL BUDGET | From GRANTS | Total INCOME incl Grants | ACTUAL | ACTUAL | % of Budget Reached TO END |
| | 2016-17 | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 | | 2016-17 | 2016-17 | 2016-17 | Jun-16 | Jul-16 | Jul-16 |
| | FACILITIES | 60430 | 12250 | 45352 | 118032 | 17,864.26 | 21,394.06 | | 18% | FACILITIES | 14420.00 | 45352.00 | 59772 | 3,713.50 |
| NEIGHBOURHOOD PLAN | 2000 | | 5840 | 7840 | 3,366.47 | 3,580.75 | 46% | NEIGHBOURHOOD PLAN | | 5840.00 | 5840 | | | |
| ADMINISTRATION | 99355 | | | 100855 | 21,171.54 | 35,538.96 | 35% | ADMINISTRATION | 4932.00 | | 4932 | 993.51 | 1,700.51 | 34% |
| SUBTOTAL | 161785 | 12250 | 51192 | 226727 | 42402 | 60514 | 27% | SUBTOTAL | 19,352.00 | 51,192.00 | 70544 | 4,707.01 | 7,012.01 | 36% |
| | | | | | | | | PRECEPT | 133,412.00 | | 133412 | 66,706.00 | 66,706.00 | 50% |
| | | | | | | | | Parish Grant | 9,021.00 | | 9021 | 4,510.50 | 4,510.50 | 50% |
| GRAND TOTAL | 161785 | 12250 | 51192 | 226727 | 42402 | 60514 | 27% | GRAND TOTAL | 161785 | 51192 | 212977 | 75924 | 78229 | 48% |