

TENBURY TOWN COUNCIL 2012/13 – TC05

Minutes of the **TOWN COUNCIL** meeting held on **Monday 10th September 2012** at **7.15 pm** in the **Pump Rooms, off Teme Street, Tenbury Wells.**

PRESENT: Mayor Cllr S. Corfield, Deputy Mayor Cllr G. Price, Cllrs J. Da Costa, M. Drummond, E. Hudson, D. Ingram, R. Jones, J. Morgan, E. Weston

IN ATTENDANCE: Town Clerk, Cllr K. Pollock, Cllr P. Grove, 1 Member of the Press, 2 members of the public

APOLOGIES: Cllrs S. Bowkett, A. Rigby, J. Watson, M. Willis

5.1. Apologies. To receive apologies and to approve reasons for absence

Apologies had been received from Cllrs Bowkett, Rigby, Watson and Willis.

RESOLVED that apologies be accepted.

5.2. Declarations of Interest.

Cllr Jones – Tenbury Bowling Club

Cllr Weston – Tenbury Musical Theatre Club

5.3. Public Participation. (15 minutes maximum duration).

None

5.4. Presentation from Tenbury High School (THS) School Council re Bromyard Road Safety Crossing

THS had given apologies – this item was deferred until a later date.

5.5. Worcester County Councillor's Report – Cllr K. Pollock

- Drainage in Teme Street – work to be carried out imminently by WCC
- Public Realm – progress tied up with Tesco development as some of the agreements made it essential for works to be carried out in tandem with works to the cattle market.
- Tesco – contracts not yet finally signed, some issues regarding ownership of a small piece of land and maintenance costs for footway at riverwalk still under discussion. Estimated completion date in time for Christmas 2013. Tesco are not holding back on this (to them) small development, unlike the approach in Stourport where delay is deliberate.
- Reports of missing sections of the Bridge railings not being replaced had been passed to County Engineers and work was in hand.
- Recent issues with the grade boundary changes in GCSE English exams had affected pupils at Tenbury High and the Headmaster had voiced complaints to Harriett Baldwin MP. Cllr Pollock asking similar questions of WCC Head of Education. Teaching Unions considering legal action. Students who received D grades have been accepted into 6th Forms but this issue has had wide ranging effects.
- Reports that members of the public had had to take control of traffic management when former Cllr Austin had her accident at the corner of Cross and Market streets would be taken up with Chief Constable. Did not seem right that the police did not take on this task. Suggested that the Town Council request the yellow lines be remarked.
- Advised that the public could meet the Conservative candidate for Police Controller at the Pump Rooms on 19th October.

Comments from Councillors

- Councillors expressed concern regarding Public Realm, in that not enough was being done to let people see the plans and consult. Cllr Pollock said that representatives of the community and the Council had been involved to date but he hoped details would soon be made available for the community to see what was planned. Many sewers in the town were combined and works would need to take place all along Market Street and Teme Street.
- A "Caution Children" sign was felt to be in the wrong place and confusing. Cllr Pollock said this was to be removed.
- The Mayor thanked Cllr Pollock for having had the path alongside Oldwood Rd cleared.

5.6. Malvern Hills District Councillor's Report – Cllr P. Grove or Cllr A. Penn

- SWDP Consultation in Tenbury had had 25 attendees. The target for new houses in Tenbury between 2012 & 2030 was 75.
- Reduced parking charges had come into force on September 1st.
- Changes to recycling policy had been agreed. Glass would now be collected and wheelie bins were to be introduced for waste collection. This would not mean that bottle banks disappeared from Palmers Meadow but be in addition.

The Clerk informed members that Ruth Burgin would attend their meeting on 5th November to give an update on new recycling plans.

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5.7. To further discuss any points raised by the THS presentation and any action required.
Deferred.

5.8. To confirm the Minutes of the Town Council meeting held on 23rd July 2012.

The minutes of the meeting held on 23rd July 2012, were confirmed and signed by the Chairman as a true and correct record of proceedings.

5.9. To approve the Monthly Accounts to August 2012 and the Outstanding Accounts for September.

See Appendix A

RESOLVED that the Monthly Accounts be approved and the Outstanding Accounts be approved for payment.

5.10. To consider new lease agreement for land on Palmers Meadow occupied by Tenbury Swimming Pool/Fitness Suite.

Cllr Price reported that the original lease for the land on which the Swimming Pool is built was between the Town Council and Tenbury Swimming Pool Guild. All but one of the Guild Trustees were now dead so the Guild was to be wound up. The lease would therefore be ended. A new charitable company limited by guarantee, The Tenbury Swimming Pool Trust, would take on responsibility for the Swimming Pool. It would therefore be necessary to agree a replacement lease with this new company. It had also been noted that the extension to the Swimming Pool to form the Fitness Suite had never been added to the old lease. This to be rectified in the new lease. Cllr Price proposed that the new lease be on the same terms as the old, viz. 999 years for a peppercorn rent, but covering both the swimming pool and fitness suite and between the Town Council and the Tenbury Swimming Pool Trust. He further proposed that powers be delegated to the Mayor, Deputy Mayor and Clerk to complete negotiations on this lease on behalf of the Town Council.

Some concerns were raised as to the length of the lease with others feeling that it made now difference if the lease were 99 or 999 years as before.

RESOLVED with 6 FOR and 3 Against that the new lease be arranged on the same terms as the old (999 years)

RESOLVED with 8 FOR and 1 Against that powers be delegated as proposed.

5.11. To consider the management of Town Council business and possible reorganisation of committees.

With the leasing of the Regal to the Regal Tenbury Trust it had previously been suggested that the Regal committee would no longer have a great remit and should become more of an overview committee for council buildings.

Conversely the Parks committee had a very wide remit and there might be some benefit if the buildings were looked after separately allowing this committee to concentrate on the green sites.

It was also felt that the Finance committee should play a greater roll in overseeing the Council's Finances to reduce the amount of time spent on overviews at Full Council meetings.

Proposed new committees to be:

PREMISES - 6 members - with the responsibility to oversee the maintenance and improvement of all Council owned properties. Meetings to be held bi-monthly unless otherwise required by the Chair.

AMENITIES - 6 members - with the responsibility to oversee the maintenance and improvement of all Council owned amenities. Meetings to be held bi-monthly unless otherwise required by the Chair.

PLANNING - 6 members - to make planning application recommendations to the planning authority. Meetings to be held monthly or more often dependent upon planning applications received.

FINANCE & STAFFING - 7 members plus Mayor – Mayor, Chair of Premises and Chair of Amenities to be automatic members. 5 other members to be agreed. This committee to scrutinize Council budgets and make financial decisions and deal with staffing matters. Meetings to be held near the end of each month ahead of Full Council to approve monthly expenditures and accounts.

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It was proposed that in changing over committees the membership would initially simply transfer across e.g. those currently on Parks would now form the Amenities Committee. However as responsibilities had changed it was proposed that Councillors should have the opportunity to change their membership of committees if they so wished. This to be considered at next Full Council.

RESOLVED with 8 FOR and 1 AGAINST that committee structure and management to be reorganised as proposed and members be given the opportunity to change committee membership at the following Full Council Meeting.

5.12. To consider comments to be submitted regarding revised preferred option sites on SWDP

Duplicated – see item 5.13.

5.13. To consider comments to be submitted by this Council in relation to revised preferred option sites in the South Worcestershire Development Plan.

Members were concerned that proposed developments were all around Oldwood Road. No development should proceed until sewerage issues had been addressed and the road should be unlisted as an A road to make it safer for residential development. It was proposed that the Chair and Deputy Chair of the Planning Committee be delegated to prepare a written response from the Town Council.

RESOLVED that the Chair and Deputy Chair of the Planning Committee be delegated to prepare a written response from the Town Council.

5.14. To receive and approve updated Standing Orders re Localism changes

Deferred – copies not received

5.15. To receive the HLF Regal Project – Monthly Report and to consider any matters requiring further discussion regarding the HLF Regal Project.

Main works now complete and snagging ongoing. Capital portion of project funding now being consolidated. Remaining funding would cover HAO activities.

5.16. To be updated on purchase of digital equipment for the Regal.

Equipment was now in place and working well with successful first film and satellite showings taking place.

5.17. To be updated re. use of delegated powers by the Mayor, Deputy Mayor and Town Clerk to complete the lease of the Regal and Community Centre to the Regal Tenbury Trust Ltd.

Members were informed that the Mayor, Deputy Mayor and Town Clerk had used the powers delegated to them to complete the lease agreement and a copy of the lease was held by the Town Clerk.

5.18. To receive a report from the council representative on the Chamber of Trade

The Mayor had attended on 4th September. Fundraising for Christmas lights major focus. Race Night 22nd September and Quiz at the Church on 29th Sept. Details on posters around town.

5.19. To be informed of any Licensing Applications from the MHDC Website

None

5.20. To receive the Minutes and approve the resolutions of the meetings of the Regal, Pump Rooms and Entertainments Committee held on 30th July 2012.

The Minutes of the meetings were received and resolutions approved.

5.21. To receive the Minutes and approve the resolutions of the meetings of the Parks and Cemeteries Committee held on 30th July 2012.

The Minutes of the meetings were received and resolutions approved.

5.22. To receive the Minutes and approve the resolutions of the meetings of the Planning Committee held on 30th July 2012.

The Minutes of the meetings were received and resolutions approved.

5.23. Correspondence for Information

Museum Society – Requesting some way to achieve a common tourism approach in the town. Members noted that the various groups

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5.24. Clerk's report including any Urgent Decisions since the last meeting

None.

5.25. Councillors' reports and items for future agenda

- Re. letter from Museum Society consider creation of tourism forum.
- After SWDP consultation Cllr Hudson had received copy of Alfrick & Lulsley Design Statement and felt consideration should be given to creating a similar statement for Tenbury.
- Mayor had met Chief Constable of Worcestershire and he agreed to address a future meeting in Tenbury.

Meeting closed at 9:25 pm

Signed

Dated

REGAL, PUMP ROOMS & ENTERTAINMENT CTTE							REGAL, PUMP ROOMS & ENTERTAINMENT CTTE				
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2012/13	2012/13	2012/13	Aug-12	Sep-12				Aug-12	Sep-12	
Property Running Costs											
Pump Rooms							Pump Rooms				
Gas	1250		1250	1,466.46	1,466.46	117%	Bookings	4500	595.00	595.00	13%
Electricity	550		550	262.65	262.65	48%					
Water	300		300								
Rates	2900		2900	1,440.00	1,728.00	60%					
Building Maintenance	1500	600	2100		132.60	6%					
Fire Extinguishers/Alarm	500		500	178.00	226.00	45%					
Electrical Maintenance/Checks	400	345	745	77.85	77.85	10%					
Boiler Maintenance	150		150								
Cleaning Materials/Disposables	50		50								
Fountain/Bath Restoration incl Reserv	500	500	1000								
Wedding License	1400										
	9500	1445	9545	3424.96	3893.56	41%		4500	595	595	13%
Regal							Regal & C.Centre				
Gas	600	1000	1600				Rent Regal Tenbury Trust	4400			
Electricity	600	500	1100		552.32	50%					
Water	200		200	99.20	99.20	50%					
Rates	1000		1000								
Building Maintenance	250		250	41.13	41.13	16%					
Fire Extinguishers	300		300								
Electrical Maintenance/Checks	400		400	579.48	579.48	145%					
Boiler Maintenance	150		150								
Cleaning Materials/Disposables	50		50	20.00	20.00	40%					
Extra Cleaning											
Performing Right Society	100		100								
Sunk Fund											
Telephone Installation	600										
Variation of License	130										
Trust Donation	10000										
	14380	1500	5150	739.81	1292.13	25%		4400			
Community Centre											
Gas		100	100		26.79	27%					
Electricity		970	970		375.99	39%					
Water		200	200	128.90	128.90	64%					
Rates											
Building Maintenance											
Fire Extinguishers		200	200	128.00	128.00	64%					
Electrical Maintenance/Checks		30	30	24.65	24.65	82%					
Boiler Maintenance											
Cleaning Materials/Disposables											
Window Frames	1770		1770		1,769.33	100%					
Window Glass	2457	776	3233		3,261.00	101%					
Radiators	5799		5799		5,799.00	100%					
Trust Donation											
HLF				243,435.26	269,882.00						
Regal Digital Equipment				4,668.60	28,849.68						
	10026	2276	12302	281.55	684.33	6%					
	33,906.00	5,221.00	26,997.00	4,446.32	5,870.02	22%		8900	595.00	595.00	7%
Contingency Fund	200		200	103.96	103.96	52%					
RPRE TOTAL	34,106.00	5,221.00	27,197.00	4,550.28	5,973.98	22%	RPRE TOTAL	8900	595.00	595.00	7%

PARKS & CEMETERY CTTE							PARKS & CEMETERY CTTE				
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	Actual	% of Budget Reached TO DATE
	2012/13		2012/13	Aug-11	Sep-11				Aug-11	Sep-11	
Property Running Costs											
Pavilion & Groundsmans Shed											
Electricity	800		800	731.52	846.85	106%					
Water	200		200	88.44	88.44	44%					
Rates	350		350	155.00	187.00	53%					
Building Maintenance	500	170	670	56.10	56.10	8%					
Electrical Maintenance	300	150	450								
Pavilion Roof Maintenance	1000		1000								
	3,150.00	320.00	3,470.00	1,031.06	1,178.39	0.34					
Changing Rooms											
Electricity	400		400	318.69	377.83	94%	Changing Rooms Meter	400	141.00	141.00	35%
Water	200		200	55.48	55.48	28%					
Building Maintenance	250		250								
Electrical Maintenance	150		150								
	1,000.00	-	1,000.00	374.17	433.31	43%		400			
Old Mortuary											
Building Maintenance	100		100		165.15	165%	Mortuary Rent	150			
Old Mortuary Renovation	2000		2000								
	2,100.00	-	2,100.00	-	165.15	0.08		150			
Bowling Green											
Treatment & Scarifying	2800		2800				Bowling Club	540	539.00	539.00	100%
							Bowling League	540			
							Pay per Use Fees				
	2,800.00	-	2,800.00	-	-	-		1080	539.00	539.00	50%
Tennis Courts											
Repair & Upkeep	500	390	890	12.00	12.00	1%	Tennis Club Fees	938		938.00	100%
Tennis Court Path	250		250				Pay per Use Fees	250	130.00	134.00	54%
	750.00	390.00	1,140.00	12.00	12.00	1%		1188	130.00	1,072.00	90%
Burgrave											
Grass Cutting	1700		1700				Bonfire	110			
Kyre Bank Strimming	700		700								
Play Area	500		500	351.75	351.75	70%	Car Boot Sales	700	140.00	140.00	20%
Shrubs & Flowers	500		500	136.00	136.00	27%	Hanging Baskets				
Japanese Knotweed	630		630		119.00	19%					
	4,030.00	-	4,030.00	487.75	606.75	15%		810	140.00	140.00	17%
Palmers											
Grass Cutting	1700		1700				Football Club	967	237.00	237.00	25%
Hedge Cutting	100		100				Rugby Club	590			
Car Park Rates	4100		4100	2025.00	2430.00	59%	May Fair	735	735.00	735.00	100%
							Scout Hut	5			
	5,900.00	-	5,900.00	2,025.00	2,430.00	41%	Skip Rent, annual.	350			
General Costs								2647	972.00	972.00	37%
Groundsman Tools	200	100	300	209.14	209.14	70%					
Petrol/Diesel	400		400	61.93	93.61	23%	Cemetery charges	200	70.00	70.00	35%
Maintenance of Equipment	600		600	439.50	439.50	73%					
Maintenance Costs	1000		1000	88.87	104.42						
Tree Work	2000	1000	3000								
Groundsman Training	350		350								
	4,550.00	1,100.00	5,550.00	799.44	846.67	15%		200	70.00	70.00	35%
	24,280.00	1,810.00	25,990.00	4,729.42	5,672.27	22%		6475	1,851.00	2,793.00	43%
Contingency Fund	1000		1000	100.00	694.22	69%					
PARKS & CEMETERY TOTAL	25,280.00	1,810.00	26,990.00	4,829.42	6,366.49	24%	PARKS & CEMETERY T	6475	1,851.00	2,793.00	43%

ADMINISTRATION							ADMINISTRATION				
EXPENDITURE	REVISED BUDGET 25/06/2012	From RESERVES	Total Budgeted Spend	Actual	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	Actual	% of Budget Reached TO DATE
	2012/13		2012/13	Aug-11	Sep-11				Aug-11	Sep-11	
Office Running Costs											
Petty Cash	300		300		50.00	17%					
Telephone/Broadband	700		700	255.50	286.04	41%					
Stationery & Misc.	450		450	158.69	270.29	60%					
Photocopying	450		450	17.35	107.65	24%					
Lone Worker Alarm	150		150	52.00	52.00	35%					
Computer& software	300		300								
	2350		2350	483.54	765.98	33%					
Council Running Costs											
Audit etc.	1400		1400		1,450.00	104%	Recovered VAT	9000	24,441.25	24,441.25	272%
Internal Auditors Fee	175		175		175.00	100%	Wayleaves	50			
Elections											
Fees (Legal)	1500		1500	275.00	525.00	35%	Interest on A/Cs	30	3.52	7.96	27%
Memberships CALC/SLCC	1200		1200	1,001.50	1,026.50	86%	Hereford and Worcester A	30			
Training Courses											
Travel Allowances											
Insurance (all buildings)	8500		8500	8,241.40	8,241.40	97%					
Employers Nat.Ins	4200		4200	926.73	926.73	22%					
	16975		16975	10444.63	12344.63	73%		9110	24444.77	24449.21	268%
Community Services											
Street Lighting	2500		2500	1,286.64	1,286.64	51%					
Car Park Maintenance (Long term)	1000		1000								
Bus shelter, maintenance/cleaning	250		250	80.00	96.00	38%					
	3750		3750	1366.64	1382.64	37%					
Donations											
Tenbury in Bloom	150		150								
Tenbury Tourism	350		350								
Windfall Prizes		4000	4000	4,000.00	4,000.00						
	500	4000	4500								
Promotion											
Advertising	1000		1000	334.10	334.10	33%					
Web Site/Digital Screen	600		600				Web Site				
	1600		1600	334.1	334.1	21%					
Loans											
Public Works Loan Board(all loans)	4500		4500	1,978.79	1,978.79	44%					
	4500		4500								
Payback Schemes											
Lengthsman	2280	278	2558	1,000.00	1,210.00	47%	Lengthsman	2558	565.00	795.00	31%
Footpaths	550	-50	500				Footpaths	500	210.00	210.00	42%
Rate Relief	300		300	115.93	115.93	39%	Rate Relief	300	115.93	115.93	39%
	3130	228	3358	1115.93	1325.93	39%		3358	890.93	1120.93	33%
Jubilee Events	1500	1000	2500								
Jubilee Hanging Baskets	1000		1000								
	2500	1000	3500								
	35,305.00	5,228.00	40,533.00	13,744.84	16,153.28	40%		12468	25,335.70	25,570.14	205%
Contingency Fund	269		269	157.47	204.49	76%					
ADMIN SUB TOTAL	35,574.00	5,228.00	40,802.00	13,902.31	16,357.77	40%		12468	25,335.70	25,570.14	205%
WAGES/ALLOWANCES											
Mayors Allowance	950.00		950	70.00	227.32	24%					
SALARIES	50682.00		50682	19,589.62	22,875.59	45%					
HLF Salaries	20000.00		20000	7,030.62	8,344.17	42%					
WAGES/ALLOWANCES TOTAL	51632		51632.00	19659.62	23102.91	45%					
ADMIN GRAND TOTAL	87,206	5,228	92,434.00	33,561.93	39,460.68	43%	ADMIN GRAND TOTAL	12468	25,335.70	25,570.14	205%

OVERVIEW						OVERVIEW					
REVISED BUDGET		Total				PRECEPT	118972	59,486.00	59,486.00	50%	
TOTALS	2012/13	2012/13	Actual	Actual	% of Budget Reached TO	TOTALS				% of Budget Reached TO DATE	
EXPENDITURE	BUDGET	BUDGET	Aug-11	Sep-11	DATE	INCOME	BUDGET	Aug-11	Sep-11		
REGAL	34106	5221	27197	4,550.28	5,973.98	22%	REGAL	8900	595.00	595.00	7%
PARKS	25280	1810	26990	4,829.42	6,366.49	24%	PARKS	6475	1,851.00	2,793.00	43%
ADMINISTRATION	87206	5228	92434	33,561.93	39,460.68	43%	ADMINISTRATION	12245	25,335.70	25,570.14	205%
SUBTOTAL	146592	12259	146621				SUBTOTAL	27620	27782	28958	104%
PRECEPT							PRECEPT	118972	59486	59486	50%
TOTAL	146592	12259	146621	42942	51801	35%	GRAND TOTAL	146592	115049.4	117402.28	80%