

2014 ANNUAL MEETING TENBURY TOWN COUNCIL

Minutes of the **ANNUAL MEETING OF TENBURY TOWN COUNCIL** held on **MONDAY 6th MAY 2014 at 7.30pm** in the Pump Rooms, off Teme Street, Tenbury Wells.

PRESENT: Mayor Cllr M. Willis, Deputy Mayor S. Corfield, Cllrs S. Bowkett, M. Brennan, J. da Costa, M. Drummond, J. Fielder, E. Hudson, D. Ingram, J. Morgan, G. Price, E. Weston, J. Watson

IN ATTENDANCE: Town Clerk, 1 Member of the Press, 7 members of the public

1.1. To elect the Mayor (Chair of the Council) for 2014/2015

Cllr Willis was nominated as Chairman and Mayor by Cllr Drummond, seconded by Cllr Da Costa. There were no other nominations.

RESOLVED by **ALL** that Cllr Willis be elected as Chairman & Mayor for 2014/15.

1.2. To receive the Mayor's Declaration of Acceptance of Office

Cllr Willis read aloud and duly signed the Declaration of Acceptance of Office which was then witnessed by the Clerk.

The new Mayor thanked Cllr Price for his hard work as Mayor and great effort in promoting the Town. He also thanked his fellow Councillors for electing him and looked forward to continuing the works which were planned

1.3. Apologies for Absence

None

1.4. Declarations of Interest

None

1.5. To Elect the Deputy Mayor

Cllr Corfield was nominated as Deputy Mayor by Cllr Drummond, seconded by Cllr Brennan. There were no other nominations.

RESOLVED by **ALL** that Cllr Corfield be elected as Deputy Mayor for 2014/15.

1.6. To consider any amendments to Standing Orders deemed necessary.

No amendments were deemed necessary.

1.7. To approve Standing Orders (as amended in item 6) for use by this Council for the next 12 months.

RESOLVED that Standing Orders be approved for use by this Council for the next 12 months.
Approved document reference - TTC Standing Orders 06-05-2014

1.8. To consider any amendments to Financial Regulations deemed necessary.

No amendments were deemed necessary.

1.9. To approve Financial Regulations (as amended in item 8) for use by this Council for the next 12 months.

RESOLVED that Financial Regulations be approved for use by this Council for the next 12 months.
Approved document reference - TTC Financial Regulations 06-05-2014

1.10. To appoint members to the Council's Committees

Most Councillors were happy to remain on their current committees.

1.10.1 Amenities- No change

1.10.2 Premises - No change

1.10.3 Planning - Cllrs Brennan and Ingram felt they could offer useful skills to the Planning Committee. No other members of Planning wished to stand down so it was proposed that this Committee be increased in size so that Cllrs Brennan and Ingram could join.

1.10.4 Finance and Staffing - Cllr Hudson wished to stand down from the Finance & Staffing Committee. Cllr Drummond agreed to take his place on this Committee.

The Mayor would sit in on all meetings ex office as an observer (with voting rights on the Finance & Staffing Committee) thereby creating a vacancy on both the Finance & Staffing and Planning Committees. It was proposed that Cllr Price the outgoing Mayor take place of Cllr Willis on these two committees.

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RESOLVED that Cllr Drummond was to replace Cllr Hudson on the Finance and Staffing Committee, Cllrs Brennan and Ingram were to join the Planning Committee and Cllr Price was to join the Planning and Finance & Staffing Committees.

Confirmed committee membership was therefore

- 1.10.1 Amenities – Cllrs Brennan, da Costa, Drummond, Fielder, Ingram, Weston
- 1.10.2 Premises - Cllrs Drummond, Hudson, Ingram, Morgan, Watson, Weston
- 1.10.3 Planning - Cllrs Bowkett, Brennan, Corfield, da Costa, Hudson, Ingram, Price, Watson
- 1.10.4 Finance & Staffing - The Mayor, Cllrs Bowkett, Corfield, da Costa, Drummond, Morgan, Price, Weston

1.11. To elect the Chair and Deputy Chair of the Community Emergency Support Team (CEST) and to agree the date of the next meeting of the CEST committee.

Cllr Mark Willis was nominated to continue as Chairman by Cllr Price, seconded by Cllr da Costa. There were no other nominations. Cllr Price was nominated to continue as Deputy Chairman by Cllr Corfield, seconded by Cllr da Costa. There were no other nominations. It was suggested that the next meeting be held immediately prior to the next Full Council meeting.

RESOLVED that Cllrs Willis and Price remain as Chair and Deputy Chair of CEST respectively and a meeting be held prior to next Full Council meeting on June 2nd at 6:30pm

1.12. To appoint a representative to the following Outside Bodies (if still applicable):

Members were informed that the Tenbury C E Primary School Extended Service/Community Working Party no longer existed.

RESOLVED to appoint representatives as follows:-

1. Tenbury French Twinning Committee – The Mayor
2. Regal Tenbury Trust (Mayor & Town Clerk)
3. Tenbury Area Partnership (Mayor & Deputy Mayor)
4. CALC Area Meetings (2 per year) (Mayor & Deputy Mayor)
5. Tenbury Swimming Pool Ltd – Cllr Price
6. Tenbury in Bloom – Cllr Fielder
7. Wheeler Charity – Cllr Drummond
8. Tenbury Welfare Trust – No Vacancies
9. Teme Tenbury & Events Committee – Cllr Hudson
10. Tenbury Museum – Cllr Hudson
11. Tourist Information – Cllr Fielder
12. Chamber of Trade – Cllr Drummond

1.13. To confirm the Minutes of the Town Council meeting held on 7th April 2014.

The minutes of the meeting, held on 7th April 2014, were confirmed and signed by the Chairman as a true and correct record of proceedings.

1.14. To receive the Minutes and approve the resolutions of the meeting of the Finance Committee held on 28th April 2014.

The Minutes of the meeting were received and resolutions approved.

1.15. To approve the Monthly Accounts for April 2014 and the Outstanding Accounts for May 2014 as recommended by the Finance and Staffing Committee on 28th April 2014.

See Appendix A

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

1.16. To approve the Accounts for the year ended 31st March 2014 as recommended by the Finance and Staffing Committee on 28th April 2014.

RESOLVED with that the accounts for the year ended 31 March 2014 be approved. The Accounts were duly dated and signed by the Mayor and the Clerk.

1.17. To approve the Annual Return for the year ended 31st March 2014 as recommended by the Finance and Staffing Committee on 28th April 2014.

RESOLVED that the Annual Return for the year ended 31 March 2014 be approved.

Sections 1 & 2 of the Annual Return were duly dated and signed by the Mayor and the Clerk.

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1.18. To consider a request from the Applefest Association for use of the Burgage free of charge for Applefest on Saturday 4th October 2014.

A request had been received from the organisers of the 2014 Applefest detailing plans for this year's event. Members noted that although an entrance charge was to be made the event had made very little profit in previous years and that any profit was used to fund the following year's event. Members were reminded that the Amenities Committee had resolved that any event which charged an entrance fee should be charged for use of the Burgage or Palmers Meadow. Members nonetheless wished to offer support to the event and a discounted fee was therefore proposed for 2014.

RESOLVED 8 FOR and 5 Against that a 50% reduced charge be made for use of the Burgage for 2014 Applefest only

1.19. To confirm use of Burgage free of charge by Tenbury Mistletoe Association (TMA) on 21st June 2014.

Members had deferred a decision on this matter at the previous meeting with regard to the not for profit status of TMA. Having been reassured that TMA were indeed a not for profit organisation and that the event was now planned to be a summer fete type afternoon with games etc which would have no entry fee it was proposed that use of the Burgage be allowed at no charge.

RESOLVED to allow free of charge use because this was a start-up event and there was to be no entry charge.

1.20. To be updated on dates for tree works on the Burgage.

Members were informed that the works to fell the diseased Poplar trees behind the Pavilion and Groundsman's shed would take place on Sunday 18th May to coincide with electrical works which were to be carried out by Western Power. The dates had been co-ordinated to minimise disruption to residents by having only one day of power outage.

1.21. Correspondence for Information

None.

1.22. Councillors' reports and items for future agenda

Cllr Hudson – proposed a vote of thanks to Cllr Price for his firm but benevolent leadership in his year as Mayor.

RESOLVED that a vote of thanks be carried unanimously.

Meeting closed at 9:30 pm

Signed

Date

Tenbury Town Council Bank Accounts Summary as at 28/04/2014

Financial Year ending 31/3/15	Petty Cash	Barclays					WCC Deposit A/C	TOTALS
		Barclays Current A/C 023	Barclays Holding A/C - 007 Savings	Barclays Reserve Funds - 790	Barclays HLF Grant A/C - 143			
Closing balance at 31/03/2014	5.32	7005.08	8149.39	44485.22	39139.89	946.83	99726.41	
Balance at 28/04/2014 (cash at bank and in hand)	33.52	9643.97	149.39	34485.22	39132.02	946.83	84357.43	
Variance	28.20	2638.89	-8000.00	-10000.00	-7.87		-15368.98	

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Pump Rooms Wedding	DIRECTDEP	01/04/2014	50.00				K Beaton 01410215 BGC
42TENBURY WELLS 100130	OTH	02/04/2014	500.00				42TENBURY WELLS 100130
Hexa Sports	102181	04/04/2014	-78.18				102181
A H Caldicott Bros	102176	04/04/2014	-986.40				102176
Garden & Hire Spares Ltd/Emorsgate	102171	04/04/2014	-33.10				102171
Account Charges	OTH	04/04/2014	-28.30				CHARGES COMMISSION FOR
Account Charges	OTH	04/04/2014			-7.87		CHARGES COMMISSION FOR
Tenbury Plant & Tool Hire	102178	07/04/2014	-42.00				102178
Petty Cash	102188	08/04/2014	-50.00				102188 CHQ
RPS Grounds Maintenance	102180	08/04/2014	-585.90				102180
S J Parker Electrics	102173	08/04/2014	-112.50				102173
Top Up FT	FT	10/04/2014		-4000			203964 13218023 FT
Top Up FT	FT	10/04/2014	4000.00				203964 23304094 FT
Orange	DIRECTDEBIT	10/04/2014	-7.20				Orange
MHRC NICS Q4	102182	10/04/2014	-3247.74				102182
Chris Holloway Engineering Services	102179	10/04/2014	-30.00				102179
Mr M Morris	102177	10/04/2014	-33.00				102177
SLG Lighting Ltd	102172	10/04/2014	-20.81				102172
Caldicotts	102187	11/04/2014	-9.10				102187
GE Brights	102186	11/04/2014	-9.95				102186
UK Fuels	102183	11/04/2014	-35.48				102138
Npower Pump Rooms Electric	DIRECTDEBIT	14/04/2014	-259.62				Npower
Mainstream Digital Broadband	DIRECTDEBIT	14/04/2014	-77.28				Mainstream Digital
WCC Lengthsman Scheme	DIRECTDEP	15/04/2014	215.00				WORCESTERSHIRE C.C
MHDC Business Rates	DIRECTDEBIT	15/04/2014	-305.40				MHDC NNDR 01 120048559
MHDC Business Rates	DIRECTDEBIT	15/04/2014	-423.00				MHDC NNDR 01 120026651
MHDC Business Rates	DIRECTDEBIT	15/04/2014	-32.70				MHDC NNDR 01 101107255
Banfields	102189	15/04/2014	-24.20				102189
Mr P. Bevis	102174	15/04/2014	-180.00				102174
Monies In - Fair etc 100131	OTH	15/04/2014	873.50				100131
C. Bunn	102184	16/04/2014	-215.00				102184
Marilyn Hanging Baskets	directdep	17/04/2014	40.00				Marilyn Hanging Baskets
Top Up FT	FT	22/04/2014		-1000			203964 13218023 FT
Top Up FT	FT	22/04/2014	1000.00				203964 23304094 FT
Tenbury Community Pool Ltd	102162	24/04/2014	-1000.00				102162
British Gas - Pump Rooms	DIRECTDEBIT	24/04/2014	-524.17				British Gas
Worcestershire CC Lengthsman	DIRECTDEP	24/04/2014	215.00				Worcestershire CC
Top Up FT	FT	24/04/2014		-3000			203964 13218023 FT
Top Up FT	FT	24/04/2014	3000.00				203964 23304094 FT
Internal BRIDGE LOAN FT	41753	24/04/2014		-10000			BRIDGE LOAN FT
Internal BRIDGE LOAN FT	FT	24/04/2014	10000.00				203964 61300790 FT
SALARY PAYMENTS March	CHQ	05/04/2014	-4580.05				SALARY PAYMENTS
SALARY PAYMENTS APRIL	BBP	24/04/2014	-4323.53				SALARY PAYMENTS
TRANSACTION TOTALS for APRIL			2638.89	-8000	-10000	-7.87	-15368.98

PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Invoice Date	Ref.	Total	VAT	Net	Approval Ref	Payment Ref
Ironmongery Direct	235419	17/03/2014	Regal Front Door	£ 450.00	75	375	APP1314F	13140001
Advantage Business Supplies Ltd	11/18654	27/03/2014	Receipt Book & Ta	£ 18.12	3.02	15.1	APP1314F	13140002
Advantage Business Supplies Ltd	11/18976	31/03/2014	Shorthand Notebc	£ 7.71	1.28	6.43	APP1314F	13140003
Npower Ltd	LGUN6RHP	09/04/2014	Footway Lighting	£ 646.18	103.53	542.65	APP1314F	12140004
Severn Trent Water Ltd	802133840	04/03/2014	Water Burgage 1/	£ 92.26		92.26	APP141501	14150001
Zurich Municipal	14337500	06/03/2014	Insurance - All Cov	£ 5,448.05	308.39	5139.66	APP141501	14150002
SLCC Enterprises Ltd	2014/15	01/04/2014	Clerk SLCC Memb	£ 207.00		207	APP141501	14150003
Herefordshire Housing Limited	SIAL/00007781	01/04/2014	Clerk Lone Work	£ 25.76		25.76	APP141501	14150004
MTM Contracting Ltd	First Mowing	05/04/2014	First Mowing Burg	£ 390.00	65	325	APP141501	14150005
Advantage Business Supplies Ltd	11/120317	17/04/2014	A4 Paper	£ 17.94	2.99	14.95	APP141501	14150006
NALC - LCR	2014	01/04/2014	Subscription 2014,	£ 17.00		17	APP141501	14150007
Worcs CALC	135	01/04/2014	Membership Fees	£ 747.21	101.37	645.84	APP141501	14150008
WACFL		01/04/2014	9th Annual Lunch	£ 66.00		66	APP141501	14150009
G E Brights	48640	17/04/2014	Repairs to Coin M	£ 59.40	9.9	49.5	APP141501	14150010
Tenbury Plant & Tool Hire	11701	22/04/2014	Pressure Washer	£ 48.00		48	APP141501	14150011
DFP	2142	23/04/2014	Subscription Apr-J	£ 108.00	18	90	APP141501	14150012
Regal Tenbury Trust Ltd	Regal Grant	30/04/2014	Support Grant Inst	£ 5,000.00		5000	APP141501	14150013

CURRENTLY OUTSTANDING FOR MAY

£ 13,348.63