

TENBURY TOWN COUNCIL 2011/12 FS09

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 30th April 2012 at 7:45 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr S. Corfield (Deputy Mayor), Cllr R. Jones, Cllr G. Price, Cllr A. Rigby, Cllr E. Weston (Mayor), Cllr M. Willis (Chairman)

IN ATTENDANCE: Town Clerk, Cllr Watson, 2 Members of the Public

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

None.

9.2 Declarations of Interest.

None

9.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 20th February 2012.

Minutes of the previous meeting held on 20th February 2012, were confirmed and signed by the Chairman as a true and correct record of proceedings

9.4 To review the budget for the coming year and the Council's financial position to date.

Members reviewed the figures and were satisfied that matters were being kept in control.

9.5 To consider current Financial Standing Orders ahead of the Annual Council Meeting

Members reviewed the amendments which had previously been agreed by Council. It was suggested that the maximum sum in clause 11.1(i) be set at £1500. Clerk would prepare a new document so that pdf copies could be distributed ahead of the Annual Council Meeting.

RESOLVED that this committee would recommend document amended as above for approval by Full Council at the ACM on 21st May 2012.

9.6 To consider alterations to the Council's banking arrangements ahead of the Annual Council Meeting.

The Clerk informed Members that the Council's current bankers, Barclays, were unwilling to continue with the free banking arrangements which had been in place. Charges were now being levied for every cheque issued and every payment made into a branch. The legal framework governing council procedure required more than one authorisation for payments to be made. Effectively this had made cheques the only payment option open to the Council, despite the recent advances in banking systems. The Clerk had researched alternatives and found the Tailored Current Account from Unity Trust Bank aimed specifically at Councils. Unity Trust were part of the Co-Operative Banking Group. The account allowed for electronic banking with multiple authorisation which would improve payment efficiency and ensure security. Most importantly it was free of charges. The Clerk had spoken to the Town Clerk of Coleford Town Council who used this account and was very happy with the service and the running of the account. Coleford is a larger council than Tenbury with a higher precept. Councillors felt this was a sensible suggestion and proposed that the change of account be recommend to Full Council.

RESOLVED that this Committee recommend that the Council changes it bankers to be Unity Trust Bank.

9.7 Correspondence

None

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

None

9.9 Councillors' reports and items for future agenda

Old Mortuary – The Clerk was asked to agenda discussion on future management of building. Details of cost to repair, new lease, valuation, insurance cost etc should all be available prior to this discussion.

9.10 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(I) of the Local Government Act 1972:-

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

9.11 To consider applications for Rural Rate Relief

Members considered the application received and felt it had merit from a local business.

RESOLVED to support the application for Rural Rate Relief.

Meeting Closed at 8:35pm

Signed

Dated

REGAL, PUMP ROOMS & ENTERTAINMENT CTTE						REGAL, PUMP ROOMS & ENTERTAINMEN			
EXPENDITURE	BUDGET	From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2012/13	2012/13	2012/13	Apr-12				Apr-12	
Property Running Costs									
Pump Rooms						Pump Rooms			
Gas	1250		1250			Bookings	4500	26.00	1%
Electricity	550		550						
Water	300		300						
Rates	2900		2900	288.00	10%				
Building Maintenance	1500	600	2100						
Fire Extinguishers/Alarm	500		500						
Electrical Maintenance/Checks	400	345	745						
Boiler Maintenance	150		150						
Cleaning Materials/Disposables	50		50						
Fountain/Bath Restoration incl Reser	500	500	1000						
	8100	1445	9545	288	3%		4500	26	1%
Regal						Regal & C.Centre			
Gas	1000		1000			Rent Regal Tenbury Trust	4400		
Electricity	1000		1000						
Water	200		200						
Rates	4300		4300						
Building Maintenance	500		500						
Fire Extinguishers	150		150						
Electrical Maintenance/Checks	300		300						
Boiler Maintenance	75		75						
Cleaning Materials/Disposables	75		75						
Extra Cleaning									
Performing Right Society	300		300						
Sunk Fund	1000		1000						
	8900		8900				4400		
Community Centre									
Gas	1000		1000						
Electricity	1000		1000						
Water	300		300						
Rates	4300		4300						
Building Maintenance	500		500						
Fire Extinguishers	150		150						
Electrical Maintenance/Checks	400		400						
Boiler Maintenance	75		75						
Cleaning Materials/Disposables	75		75						
Window Frames	3000		3000						
Window Glass	200		200						
Radiators	1500		1500						
Trust Donation									
HLF				1,030.62					
Regal Digital Equipment				4,668.60					
	12500		12500						
	29,500.00	1,445.00	30,945.00	288.00	1%		8900	26.00	0%
Contingency Fund	1000		1000						
RPRE TOTAL	30,500.00	1,445.00	31,945.00	288.00	1%	RPRE TOTAL	8900	26.00	0%

PARKS & CEMETERY CTTE				PARKS & CEMETERY CTTE					
EXPENDITURE	BUDGET	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE	
Property Running Costs	2012/13	2012/13	Apr-11				Apr-11		
Pavilion & Groundsmans Shed									
Electricity	800	800							
Water	200	200	88.44	44%					
Rates	350	350	27.00	8%					
Building Maintenance	500	170	670						
Electrical Maintenance	300	150	450						
Pavilion Roof Maintenance	1000		1000						
	3,150.00	320.00	3,470.00	115.44	3%				
Changing Rooms									
Electricity	400	400			Changing Rooms Meter	400	24.00	35%	
Water	200	200							
Building Maintenance	250	250							
Electrical Maintenance	150	150							
	1,000.00	-	1,000.00	-		400			
Old Mortuary									
Building Maintenance	100	100			Mortuary Rent	150			
Old Mortuary Renovation	2000	2000							
	2,100.00	-	2,100.00	-		150			
Bowling Green									
Treatment & Scarifying	2800	2800			Bowling Club	540			
					Bowling League	540			
					Pay per Use Fees				
	2,800.00	-	2,800.00	-		1080	-		
Tennis Courts									
Repair & Upkeep	500	390	890		Tennis Club Fees	938			
Tennis Court Path	250	250			Pay per Use Fees	250			
	750.00	390.00	1,140.00	-		1188	-		
Burgage									
Grass Cutting	1700	1700			Bonfire	110			
Kyre Bank Strimming	700	700							
Play Area	500	500			Car Boot Sales	700			
Shrubs & Flowers	500	500			Hanging Baskets				
Japanese Knotweed	630	630							
	4,030.00	-	4,030.00	-		810	-		
Palmers									
Grass Cutting	1700	1700			Football Club	967		25%	
Hedge Cutting	100	100			Rugby Club	590			
Car Park Rates	4100	4100	405.00	10%	May Fair	735		100%	
	5,900.00	-	5,900.00	405.00	Scout Hut	5			
					Skip Rent, annual.	350			
General Costs						2647	-	37%	
Groundsman Tools	200	100	300	209.14	70%				
Petrol/Diesel	400	400			Cemetery charges	200			
Maintenance of Equipment	600	600	8.50	1%					
Maintenance Costs	1000	1000							
Tree Work	2000	1000	3000						
Groundsman Training	350	350							
	4,550.00	1,100.00	5,550.00	217.64	4%	200	-		
	24,280.00	1,810.00	25,990.00	738.08	3%	6475	-	15%	
Contingency Fund	1000	1000	100.00	10%					
PARKS & CEMETERY TOTAL	25,280.00	1,810.00	26,990.00	838.08	3%	PARKS & CEMETERY T	6475	-	15%

ADMINISTRATION				ADMINISTRATION					
EXPENDITURE	BUDGET		Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2012/13		2012/13	Apr-11				Apr-11	
Office Running Costs									
Petty Cash	300		300						
Telephone/Broadband	700		700	138.35	20%				
Stationery & Misc.	600		600	21.36	4%				
Photocopying	300		300						
Lone Worker Alarm	150		150	26.00	17%				
Computer & software	300		300						
	2350		2350	185.71	8%				
Council Running Costs									
Audit etc.	1400		1400			Recovered VAT	9000		
Internal Auditors Fee	175		175			Wayleaves	50		
Elections	700		700						
Fees (Legal)	1500		1500			Interest on A/Cs	30		
Memberships CALC/SLCC	1200		1200	821.50	68%	Hereford and Worcester A	30		
Training Courses	400		400						
Travel Allowances	175		175						
Insurance (all buildings)	8500		8500	8,241.40	97%				
Employers Nat.Ins	4200		4200						
	18250		18250	9062.9	50%		9110		
Community Services									
Street Lighting	2500		2500	535.30	21%				
Car Park Maintenance (Long term)	2000		2000						
Bus shelter, maintenance/cleaning	250		250	16.00	6%				
	4750		4750	551.3	12%				
Donations									
Tenbury in Bloom	150		150						
Tenbury Tourism	350		350						
Windfall Prizes		3000	3000	1,000.00	33%				
	500	3000	3500						
Promotion									
Advertising	1000		1000						
Web Site/Digital Screen	1200		1200			Web Site			
	2200		2200						
Loans									
Public Works Loan Board(all loans)	4500		4500						
	4500		4500						
Payback Schemes									
Lengthsman	2280	278	2558	195.00	8%	Lengthsman	2558		8%
Footpaths	550	-50	500			Footpaths	500		
Rate Relief	300		300			Rate Relief	300		
	3130	228	3358	195	6%		3358		6%
Jubilee Events	1500		1500						
Jubilee Hanging Baskets	1000		1000						
	2500		2500						
	38,180.00	3,228.00	41,408.00	9,994.91	24%		12468	-	2%
Contingency Fund	1000		1000						
ADMIN SUB TOTAL	39,180.00	3,228.00	42,408.00	9,994.91	24%		12468	-	2%
WAGES/ALLOWANCES									
Mayors Allowance	950		950						
SALARIES	50682		50682.4	2,811.60	6%				
HLF Salaries	20000		20000	1,344.75	7%				
WAGES/ALLOWANCES TOTAL	51632		51632.40	2811.60	5%				
ADMIN GRAND TOTAL	90,812	3,228	94,040.40	12,806.51	14%	ADMIN GRAND TOTAL	12468	-	2%

OVERVIEW				OVERVIEW					
			Total		% of Budget Reached TO DATE	PRECEPT	118972	59,486.00	50%
			2012/13	Actual					Reached
TOTALS	BUDGET		BUDGET	Apr-11		TOTALS			
EXPENDITURE						INCOME	BUDGET	Apr-11	
REGAL	30500	1445	31945	288.00	1%	REGAL	8900	26.00	0%
PARKS	25280	1810	26990	838.08	3%	PARKS	6475	-	15%
ADMINISTRATION	90812	3228	94040	12,806.51	14%	ADMINISTRATION	12245	-	2%
	SUBTOTAL	146592	152975	13933	9%	SUBTOTAL	27620	26	4%
PRECEPT						PRECEPT	118972	59486	50%
TOTAL	146592	6483	152975	13933	9%	GRAND TOTAL	146592	59538	42%