

TENBURY TOWN COUNCIL 2012/13 FS02

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 26th November 2012 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr S. Corfield (Mayor), Cllr S. Bowkett, Cllr J. Da Costa, Cllr J. Morgan, Cllr G. Price (Deputy Mayor), Cllr A. Rigby, Cllr M. Willis (Chair)

APOLOGIES: Cllr A. Weston (Deputy Chair)

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

Apologies had been received from Cllr Weston.

RESOLVED that apologies be accepted.

2.2 Declarations of Interest.

None

2.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 29th October 2012.

The minutes of the previous meeting, held on 29th October 2012, were confirmed and signed by the Chairman as a true and correct record of proceedings.

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

Members reviewed their budgets to date and were satisfied things were well in control. (Appendix A)

RESOLVED that the budget position be accepted.

2.5 To further consider employment of an administrative assistant to the Town Clerk.

The Chairman had looked at the job description for the Clerk and was satisfied that if the Clerk was to be involved in all the varying aspects of Council business an assistant was essential. Members had noted that the amount necessary to cover the salary for an assistant was included in the proposed budget figures. Surplus remained in the current budget to cover employment starting in February if practicable.

RESOLVED to recommend for the approval of Full Council the appointment of an Administrative Assistant at LC1 point 15 on the NJC scale initially for 12 month fixed term contract for 20 hours per week.

2.6 To further consider inclusion of a fund to cover Council representation at Civic Events in the 2013/14 budget.

The Chairman had compared the practice of other local councils in this regard and reported that most apportioned a much larger budget to cover the costs of civic duties; many set aside over £3000. The current Mayor had already spent over £900 so far this year and there would be many more civic invitations toward the end of the term of office. Cllrs felt it important that the Town Council be represented across the region to promote Tenbury Wells. They felt that the current situation might dissuade some from standing for Mayor if they did not have the personal finances to subsidise visits and this was neither inclusive nor fair. The Chairman suggested a sum of £1500 should be budgeted and the Mayor agreed that this was far more realistic. Members felt the amount should be budgeted as a Civic Function Fund and that the Clerk should reimburse members only on submission of receipts or should purchase civic function tickets directly so that all spending remained transparent. Any funds left at the end of one financial year should be carried over to the next year.

RESOLVED that the Mayors Allowance be budgeted as the Civic Function Fund at a sum of £1500 (as shown in budget proposals).

2.7 To consider the 2013/2014 budget to be proposed to Full Council for approval and setting of the Precept.

Members reviewed and discussed the budget proposals prepared by the Clerk. See attached Appendix B for final budget figures proposed by the committee.

RESOLVED that the proposed 2013/14 budget be recommended for acceptance and setting of the 2013/14 precept by Full Council.

2.8 Correspondence.

None

2.9 Councillors' reports and items for future agenda

None

2.10 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.

2.11 To consider staffing matters relating to remuneration

Following staff pay increases agreed at the last meeting details were now discussed for the Heritage Access Officer. The major goals of the Activity Plan having already been met it was felt appropriate to increase the salary of the Heritage Access Officer in line with increases to other officers of the Council. The Heritage Access Officer salary payments were met from HLF grant monies and budgets agreed with HLF had allowed for an increase in salary.

RESOLVED that with effect from 1st November 2012 until the end of tenure, the salary of the Heritage Access Officer would be increased as agreed.

Meeting closed 8:50 pm

Signed

Date

PREMISES							PREMISES				
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	Nov-12	Dec-12				Nov-12	Dec-12	
Property Running Costs											
Pump Rooms							Pump Rooms				
Gas	1250		1250	1,414.46	1,414.46	113%	Bookings	4500	1,221.50	1,221.50	27%
Electricity	550		550	518.61	518.61	94%					
Water	300		300								
Rates	2900		2900	2,304.00	2,592.00	79%					
Building Maintenance	1500	600	2100	132.60	132.60	6%					
Fire Extinguishers/Alarm	500		500	226.00	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 Reser	500	500	1000								
Wedding License	1400		1400	1,475.00	1,475.00	105%					
	9500	1445	9545	4673.52	4961.52	49%		4500	1221.5	1221.5	27%
Regal							Regal & C.Centre				
Gas	600	100	700	273.74	273.74	39%	Rent Regal Tenbury Trus	4400	1,097.00	1,097.00	25%
Electricity	600	300	900	606.45	606.45	67%					
Water	200		200	99.20	99.20	50%					
Rates	1000		1000								
Building Maintenance	250		250	81.33	81.33	33%					
Fire Extinguishers	300		300	110.00	110.00	37%					
Electrical Maintenance/Checks	400	500	900	779.48	779.48	87%					
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		600								
Variation of License	130		130	130.00	130.00	100%					
Trust Donation	10000		10000	5,000.00	5,000.00	50%					
	14380	900	4550	1970.2	1970.2	43%		4400			
Community Centre											
Gas		100	100	26.79	26.79	27%					
Electricity		970	970	375.99	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	1,769.33	100%					
Window Glass	2457	776	3233	3,261.00	3,261.00	101%					
Radiators	5799		5799	5,799.00	5,799.00	100%					
Trust Donation											
HLF				270,932.48	270,932.48						
Regal Digital Equipment				28,849.68	28,849.68						
	10026	2276	12302	11,513.66	11,513.66	94%					
Pavilion & Groundsmans Shed											
Electricity	800		800	846.85	846.85	106%					
Water	200		200	88.44	88.44	44%					
Rates	350		350	251.00	283.00	72%					
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	1,242.39	1,274.39	36%					
Changing Rooms											
Electricity	400		400	377.83	377.83	94%	Changing Rooms Meter	400	181.00	181.00	45%
Water	200		200	55.48	55.48	28%					
Building Maintenance	250		250								
Electrical Maintenance	150		150								
	1,000.00	-	1,000.00	433.31	433.31	43%		400			
Old Mortuary											
Building Maintenance	100		100	165.15	165.15	165%	Mortuary Rent	150			
Old Mortuary Renovation	2000		2000								
	2,100.00	-	2,100.00	165.15	165.15	8%		150			
	40,156.00	4,941.00	32,967.00	19,998.23	20,318.23	61%		9450	2,499.50	2,499.50	26%
Contingency Fund	200	600	800	758.18	758.18	95%					
PREMISES TOTAL	40,356.00	5,541.00	33,767.00	20,756.41	21,076.41	61%	PREMISES TOTAL	9450	2,499.50	2,499.50	26%

AMENITIES						AMENITIES					
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
Property Running Costs	2012/13		2012/13	Nov-11	Dec-11				Nov-11	Dec-11	
Bowling Green											
Treatment & Scarifying	2800		2800				Bowling Club	540	539.00	539.00	100%
							Bowling League	540	539.00	539.00	100%
							Pay per Use Fees				
	2,800.00	-	2,800.00	-	-			1080	1,078.00	1,078.00	100%
Tennis Courts											
Repair & Upkeep	500	390	890	329.39	329.39	37%	Tennis Club Fees	938	938.00	938.00	100%
Tennis Court Path	250		250				Pay per Use Fees	250	238.00	238.00	95%
	750.00	390.00	1,140.00	329.39	329.39	29%		1188	1,176.00	1,176.00	99%
Burgage											
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	119.00	19%					
	4,030.00	-	4,030.00	606.75	606.75	15%	Hanging Baskets	810	140.00	140.00	17%
Palmers											
Grass Cutting	1700		1700				Football Club	967	479.75	479.75	50%
Hedge Cutting	100		100				Rugby Club	590	440.50	440.50	75%
Car Park Rates	4100		4100	3240.00	3645.00	79%	May Fair	735	735.00	735.00	100%
							Scout Hut	5			
	5,900.00	-	5,900.00	3,240.00	3,645.00	55%	Skip Rent, annual.	350			
General Costs								2647	1,655.25	1,655.25	63%
Groundsman Tools	200	100	300	209.14	209.14	70%					
Petrol/Diesel	400		400	124.04	124.04	31%	Cemetery charges	200	70.00	70.00	35%
Maintenance of Equipment	600		600	523.50	523.50	87%					
Maintenance Costs	1000		1000	459.17	459.17	46%					
Tree Work	2000	1000	3000								
Groundsman Training	350		350								
	4,550.00	1,100.00	5,550.00	1,315.85	1,315.85	24%		200	70.00	70.00	35%
	18,030.00	1,490.00	19,420.00	5,491.99	5,896.99	28%		5925	4,119.25	4,119.25	64%
Contingency Fund	1000		1000	100.00	100.00	10%					
AMENITIES TOTAL	19,030.00	1,490.00	20,420.00	5,591.99	5,996.99	27%	AMENITIES TOTAL	5925	4,119.25	4,119.25	64%

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	Nov-11	Dec-11				Nov-11	Dec-11	
Office Running Costs											
Petty Cash	300		300	150.00	150.00	50%					
Telephone/Broadband	700		700	419.44	433.31	60%					
Stationery & Misc.	450		450	300.03	300.03	67%					
Photocopying	450		450	220.86	220.86	49%					
Lone Worker Alarm	150		150	78.00	78.00	52%					
Computer & software	300		300								
	2350		2350	1168.33	1182.2	50%					
Council Running Costs											
Audit etc.	1400		1400	1,450.00	1,450.00	104%	Recovered VAT	8777	24,441.25	24,441.25	272%
Internal Auditors Fee	175		175	150.00	150.00	86%	Wayleaves	50	44.20	44.20	88%
Elections											
Fees (Legal)	1500		1500	395.00	395.00	26%	Interest on A/Cs	30	7.96	7.96	27%
Memberships CALC/SLCC	1200		1200	1,026.50	1,026.50	86%	Hereford and Worcester	30			
Training Courses											
Travel Allowances											
Insurance (all buildings)	8500		8500	8,241.40	8,241.40	97%					
Employers Nat.Ins	4200		4200	1,864.38	1,864.38	44%					
	16975		16975	13127.28	13127.28	77%		8887	24493.41	24493.41	269%
Community Services											
Street Lighting	2500		2500	1,837.40	1,837.40	73%					
Car Park Maintenance (Long term)	1000		1000								
Bus shelter, maintenance/cleaning	250		250	128.00	144.00	51%					
	3750		3750	1,965.40	1981.4	52%					
Donations											
Tenbury in Bloom	150		150	150.00	150.00	100%					
Tenbury Tourism	350		350								
Windfall Prizes		4000	4000	4,000.00	4,000.00						
	500	4000	4500	4,150.00	4,150.00	92%					
Promotion											
Advertising	1000		1000	507.10	507.10	51%					
Web Site/Digital Screen	600		600				Web Site				
	1600		1600	507.1	507.1	32%					
Loans											
Public Works Loan Board(all loans)	4500		4500	1,978.79	3,957.58	44%					
	4500		4500								
Payback Schemes											
Lengthsman	2280	278	2558	1,635.00	1,845.00	64%	Lengthsman	2558	1,200.00	1,200.00	47%
Footpaths	550	-50	500				Footpaths	500	230.00	230.00	46%
Rate Relief	300		300	256.19	256.19	85%	Rate Relief	300	256.19	256.19	85%
	3130	228	3358	1891.19	2101.19	56%		3358	1686.19	1686.19	50%
Jubilee Events	1500	1000	2500	150.00	150.00	6%					
Jubilee Hanging Baskets	1000		1000								
	2500	1000	3500	150	150	4%					
	35,305.00	5,228.00	40,533.00	22,809.30	23,049.17	56%		12245	26,179.60	26,179.60	210%
Contingency Fund	269		269	806.45	806.45	300%					
ADMIN SUB TOTAL	35,574.00	5,228.00	40,802.00	23,615.75	23,855.62	58%		12245	26,179.60	26,179.60	210%
WAGES/ALLOWANCES											
Mayors Allowance	950.00		950	497.26	497.26	52%					
SALARIES	50682.00		50682	30,825.42	31,180.52	61%					
HLF Salaries	20000.00		20000	10,089.39	10,089.39	50%					
WAGES/ALLOWANCES TOTAL	51632		51632.00	31322.68	31677.78	61%					
ADMIN GRAND TOTAL	87,206	5,228	92,434.00	54,938.43	55,533.40	59%	ADMIN GRAND TOTAL	12245	26,179.60	26,179.60	210%

OVERVIEW						OVERVIEW					
REVISID			Total			% of Budget Reached TO DATE	PRECEPT	118972	118,972.00	118,972.00	100%
BUDGET			2012/13	Actual	Actual		TOTALS				% of Budget Reached TO DATE
EXPENDITURE	BUDGET		BUDGET	Actual	Actual		INCOME	BUDGET	Actual	Actual	
PREMISES	40356	5541	33767	20,756.41	21,076.41	61%	PREMISES	9450	2,499.50	2,499.50	26%
AMENITIES	19030	1490	20420	5,591.99	5,996.99	27%	AMENITIES	5925	4,119.25	4,119.25	64%
ADMINISTRATION	87206	5228	92434	54,938.43	55,533.40	59%	ADMINISTRATION	12245	26,179.60	26,179.60	210%
SUBTOTAL	146592	12259	146621				SUBTOTAL	27620	32798	32798	117%
PRECEPT							PRECEPT	118972	118972	118972	100%
TOTAL	146592	12259	146621	81287	82607	55%	GRAND TOTAL	146592	184568.7	184568.7	125%

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NEW OVERVIEW						
	2012 / 13 BUDGET AGREED JAN 2012	2012 / 13 REVISED JUNE 2012	ACTUAL END NOV 2012	PROJECTED TO END MARCH 2013	2013 / 14 BUDGET PROPOSAL	VARIANCE to 2012/13
TOTALS						
EXPENDITURE	BUDGET	BUDGET	Actual		PROPOSED	
PREMISES	36750	40356	26,767.19	32013	32760	-3,990
AMENITIES	19030	19030	6,186.21	16809	24500	5,470
ADMINISTRATION	90812	87206	53,067.42	85287	100950	10,138
SUBTOTAL	146592	146592	86,020.82	134109	158210	11,618
TOTAL	146,592	146,592	86,021	134,109	158,210	11,618

OVERVIEW						
	2012 / 13 BUDGET AGREED JAN 2012	2012 / 13 REVISED JUNE 2012	ACTUAL END NOV 2012	PROJECTED TO END MARCH 2013	2013 / 14 BUDGET PROPOSAL	VARIANCE to 2012/13
TOTALS						
INCOME						
PREMISES	9450	9450	2,305.00	6715	10550	1,100
AMENITIES	5925	5925	3,678.75	5693	5516	-409
ADMINISTRATION	12245	12245	26,189.12	12160	12830	585
SUBTOTAL	27620	27620	32,172.87	24568	28896	1,276
PRECEPT	118972	118972	118,972.00	118972	129,314	10,342
GRAND TOTAL	146592	146592	151,144.87	143540	158210	11,618

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PREMISES						
EXPENDITURE	2012 / 13 BUDGET AGREED JAN 2012	2012 / 13 REVISED JUNE 2012	ACTUAL END NOV 2012		2013 / 14 BUDGET PROPOSAL	VARIANCE to 2012/13
Property Running Costs						
Pump Rooms						
Gas	1250	1250	1,414.46	1800	2000	750
Electricity	550	550	518.61	600	660	110
Water	300	300		300	300	
Rates	2900	2900	2304	2900	3100	200
Building Maintenance	1500	1500	132.6	750	2000	500
Fire Extinguishers/Alarm	500	500	226	500	600	100
Electrical Maintenance/Checks	400	400	77.85	100	200	-200
Boiler Maintenance	150	150		150	200	50
Cleaning Materials/Disposables	50	50			50	
Fountain & Bathtub Restoration	500	500		500	500	
Wedding License		1400	1475	1400	500	500
	8100	9500	6,148.52	9000	10110	2,010
Regal & Community Centre						
Performing Rights Society	300	100		200		-300
On going Support Fund	1000				4000	3,000
Trust Donation		10000	5,000.00	5000	10000	10,000
Gas	1000	600	273.74	273.74		-1,000
Electricity	1000	600	606.45	606.45		-1,000
Water	200	200	99.20	99.20		-200
Rates	4300	1000				-4,300
Building Maintenance	500	250	81.33	81.33		-500
Fire Extinguishers	150	300	110.00	110.00		-150
Electrical Maintenance/Checks	300	400	779.48	579.48		-300
Boiler Maintenance	75	150				-75
Cleaning Materials/Disposables	75	50	20	20		-75
Extra Cleaning						
Telephone Installation		600				
Variation of Premise License		130	130			
CC. Gas	1000		26.79	26.79		-1,000
CC. Electricity	1000		375.99	375.99		-1,000
CC. Water	300		128.9	128.9		-300
CC. Rates	4300					-4,300
CC. Building Maintenance	500					-500
CC. Fire Extinguishers	150		128	128		-150
CC. Electrical Maintenance/Checks	400		24.65	24.65		-400
CC. Boiler Maintenance	75					-75
CC. Cleaning Materials/Disposables	75					-75
Window Frames	3000	1770	1769.33	1769.33		-3,000
Window Glass	200	2457	3261	3261		-200
Radiators	1500	5799	5799	5799		-1,500
	21400	24406	18,614	18483.86	14000	-7,400
Old Mortuary						
Building Maintenance	100	100	165.15	165.15	1000	900
Renovations	2000	2000			2000	
	2100	2100	165.15	165.15	3000	900
Changing Rooms						
Electricity	400	400	377.83	500	550	150
Water	200	200	55.48	200	200	
Building Maintenance	250	250		250	250	
Electrical Maintenance	150	150		150	150	
	1000	1000	433.31	1100	1150	150
Pavilion & Groundsmans Shed						
Electricity	800	800	846.85	1000	1100	300
Water	200	200	88.44	200	200	
Rates	350	350	251.00	350	400	50
Building Maintenance	500	500	56.10	250	500	
Roof Maintenance	1000	1000		1000	1000	
Electrical Maintenance	300	300		100	300	
	3150	3150	1242.39	2900	3500	350
Subtotal	35,750	40,156	26,603.23	31,649.01	31760	-3,990
Contingency Fund	1000	200	163.96	363.96	1000	
PREMISES	36,750	40,356	26,767.19	32012.97	32760	-3,990

INCOME						
	2012 / 13 BUDGET AGREED JAN 2012	2012 / 13 REVISED JUNE 2012	ACTUAL END NOV 2012	PROJECTED TO END MARCH 2013	2013 / 14 BUDGET PROPOSAL	VARIANCE to 2012/13
Pump Rooms						
Bookings	4500	4500	1027	4000	5600	1,100
Regal & Community Centre						
Rent for Regal	4400	4400	1097	2565	4400	
Old Mortuary						
Mortuary Rent	150	150		150	150	
	150	150		150	150	
Changing Rooms						
Changing Rooms	400	400	181		400	
	400	400	181		400	
Pavilion & Groundsmans Shed						
PREMISES	9450	9450	2305	6715	10550	1,100

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AMENITIES						
EXPENDITURE	2012 / 13 BUDGET AGREED JAN 2012	2012 / 13 REVISED JUNE 2012	ACTUAL END NOV 2012	PROJECTED TO END MARCH 2013	2013 / 14 BUDGET PROPOSAL	
Property Running Costs						
Bowling Green						
Treatment & Scarifying	2800	2800		1500	1500	-1,300
Regular Upkeep						
Bowling Green	2800	2800		1500	1500	-1,300
Tennis Courts						
Repair & Upkeep	500	500	329.39	500	1000	500
Path	250	250		250	500	250
Tennis Courts	750	750	329.39	750	1500	750
Burgage						
Grass Cutting	1700	1700		1700	1900	200
Kyre Banks	700	700		700	800	100
Play Area	500	500	351.75	500	500	
Shrubs & Flowers	500	500	136.00	500	500	
Japanese Knotweed	630	630	119.00	250	500	-130
Premises License					100	100
Honeycomb Grid re. Access/Parking					2000	2,000
Play Area					2000	2,000
Burgage	4030	4030	606.75	3650	8300	4,270
Palmers						
Grass Cutting	1700	1700		1700	1900	200
Hedge Cutting	100	100		100	100	
Car Park Rates	4100	4100	3240.00	4100	4300	200
Car Park - Re Paint Lines					1000	1,000
	5900	5900	3240.00	5900	7300	1,400
General Costs						
Groundsman Tools	200	200	209.14	209.14	300	100
Petrol/Diesel	400	400	124.04	200	300	-100
Maintenance of Equipment	600	600	523.50	600	600	
Maintenance Costs	1000	1000	459.17	1000	1000	
Tree Work	2000	2000		2000	2000	
Groundsman's Training	350	350			700	350
	4550	4550	1315.85	4009.14	4900	350
	18030	18030	5491.99	15809.14	23500	5,470
Contingency Fund	1000	1000	694.22	1000	1000	
AMENITIES TOTAL	19030	19030	6186.21	16809.14	24500	5,470

AMENITIES						
INCOME	2012 / 13 BUDGET AGREED JAN 2012	2012 / 13 REVISED JUNE 2012	ACTUAL END NOV 2012	PROJECTED TO END MARCH 2013	2013 / 14 BUDGET PROPOSAL	VARIANCE to 2012/13
Bowling Green						
Bowling Club	540	540	539	539	550	10
Bowling League	540	540	539	539	550	10
Pay per Use Fees						
	1080	1080	1078	1078	1100	20
Tennis Courts						
Tennis Club Fees	938	938	938	938	939	1
Pay per Use Fees	250	250	238	250	250	
	1188	1188	1176	1188	1189	1
Burgage						
Bonfire	110	110		110	120	10
Car Boot Sales	700	700	140	600	600	-100
	810	810	140	710	720	-90
Palmers						
Football Club	967	967	480	967	967	
Rugby Club	590	590		590	600	10
May Fair	735	735	735	735	735	
Skip Rent, annual.	350	350		350		-350
Scout Hut	5	5		5	5	
	2647	2647	1215	2647	2307	-340
Other						
Cemetery charges	200	200	70	70	200	
	200	200	70	70	200	
	5925	5925	3679	5693	5516	-409
AMENITIES	5925	5925	3679	5693	5516	-409

