

TENBURY TOWN COUNCIL 2012/13 FS06

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 29th April 2013 at 8:00 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

6.1 Apologies. To consider the acceptance of apologies for absence from Councillors
Apologies had been received from Cllr Morgan.
RESOLVED that apologies be accepted.

6.2 Declarations of Interest.
None

6.3 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 25th March 2013.
The minutes of the previous meeting, held on 25^h March 2013, were confirmed and signed by the Chairman as a true and correct record of proceedings.

6.4 To review the budget for the year and the Council's financial position to date.
Members reviewed the budgets to date and were satisfied with the position to date. (Appendix A). The Clerk noted that significant savings had been made with regard to Insurance but that sums for Hanging Baskets had been omitted from the budget. The Clerk proposed that £1000 of the saving made on Insurance be reallocated toward Hanging Baskets.
RESOLVED that budgets be reallocated as proposed by the Clerk.

6.5 To approve the Monthly Accounts to April 2013 and the Outstanding Accounts for May 2013 for recommendation to Full Council.
Appendix B. Members asked that the report be amended the following month to show figures for VAT and net sums due.
RESOLVED that the Monthly Accounts to March 2013 and Outstanding Accounts for April 2013 be approved and so presented for ratification by Full Council.

6.6 To approve the appointment of Mrs Yvonne Scriven as Internal Auditor to the Council.
Members agreed that Mrs Scriven had carried out previous audits well and agreed she should be appointed for as internal auditor to the Council.
RESOLVED that Mrs Yvonne Scriven be appointed as Internal Auditor to the Council

6.7 Correspondence.
None

6.8 Councillors' reports and items for future agenda
None

Meeting closed 8:50 pm

Signed

Date

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PREMISES						PREMISES			
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
Property Running Costs	2013-14	2013-14	2013-14	Apr-13			2013-14	Apr-12	
Pump Rooms						Pump Rooms			
Gas	2000		2000	228.50	11%	Bookings	5600		
Electricity	660	100	760						
Water	300		300						
Rates	3100		3100	292.80	9%				
Building Maintenance	2000	600	2600						
Fire Extinguishers/Alarm	600		600						
Electrical Maintenance/Checks	200	345	545						
Boiler Maintenance	200		200						
Cleaning Materials/Disposables	50		50						
Fountain/Bath Restoration incl Reserv	500	500	1000						
Wedding License	500		500						
	10110	1545	11655	521.3	4%		5600		
Regal						Regal & C.Centre			
Building Maintenance	1000		1000			Rent	4400	367.00	8%
On going support fund	3000		3000						
RTT Grant Donation	10000		10000						
	14000		14000				4400		
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
Property Running Costs	2013/14	2013/14	2013/14	Apr-12	52		2013-14	Apr-12	40
Pavilion & Groundsmans Shed									
Electricity	1100		1100						
Water	200		200	90.72	45%				
Rates	400		400	34.50	9%				
Building Maintenance	500	170	670						
Electrical Maintenance	300	150	450						
Pavilion Roof Maintenance	1000		1000						
	3,500.00	320.00	3,820.00	125.22	3%				
Changing Rooms						Changing Rooms Meter	400	160.00	40%
Electricity	550		550						
Water	200		200						
Building Maintenance	250		250						
Electrical Maintenance	150		150						
	1,150.00	-	1,150.00	-	-		400		
Old Mortuary						Mortuary Rent	150		
Building Maintenance	1000		1000						
Old Mortuary Renovation	2000		2000						
	3,000.00	-	3,000.00	-	-		150		
	31,760.00	1,865.00	33,625.00	646.52	8%				
Contingency Fund	1000		1000						
PREMISES TOTAL	32,760.00	1,865.00	34,625.00	646.52	2%	PREMISES TOTAL	10550	527	5%

AMENITIES						AMENITIES			
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
Property Running Costs	2013/14	2013/14	2013/14	Apr-13			2013/14	Apr-13	
Bowling Green									
Treatment & Scarifying	1500		1500			Bowling Club	550		
						Bowling League	550		
						Pay per Use Fees			
	1,500.00	-	1,500.00	-	-		1100	-	
Tennis Courts									
Repair & Upkeep	1000		1000			Tennis Club Fees	939		
Tennis Court Path	500	250.00	750			Pay per Use Fees	250		
	1,500.00	250.00	1,750.00	-	-		1189	-	
Burgage									
Grass Cutting	1900		1900			Bonfire	120		
Kyre Bank Strimming	800		800						
Play Area	500		500			Car Boot Sales	600		
Shrubs & Flowers	500		500			Hanging Baskets			
Japanese Knotweed	500		500						
Premises License	100		100						
Honeycomb Grid for Access	2000		2000						
New Play Area Fund	2000		2000						
	8,300.00	-	8,300.00	-	-		720	-	
Palmers									
Grass Cutting	1900		1900			Football Club	967		
Hedge Cutting	100		100			Rugby Club	600		
Car Park Rates	4300		4300	414.00	10%	May Fair	735	735.00	100%
Repainting of Carpark Lines	1000		1000			Scout Hut	5		
	7,300.00	-	7,300.00	414.00	6%	Skip Rent, annual.			
General Costs							2307	735.00	32%
Groundsman Tools	300	100	400						
Petrol/Diesel	300		300			Cemetery charges	200		
Maintenance of Equipment	600		600						
Maintenance Costs	1000		1000	150.00	15%				
Tree Work	2000	3000	5000						
Groundsman Training	700		700						
	4,900.00	3,100.00	8,000.00	150.00	2%		200	-	
	23,500.00	3,350.00	26,850.00	564.00	8%		5516	735.00	13%
Contingency Fund	1000		1000						
AMENITIES TOTAL	24,500.00	3,350.00	27,850.00	564.00	2%	AMENITIES TOTAL	5516	735.00	13%

ADMINISTRATION						ADMINISTRATION			
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	Apr-13				Apr-13	
Petty Cash	200		200	93.41	47%				
Telephone/Broadband	700		700	66.36	9%				
Stationery & Misc.	450		450	27.90	6%				
Photocopying	450		450						
Lone Worker Alarm	150		150	55.65	37%				
Computer & software	400		400						
	2350		2350	243.32	10%				
Council Running Costs									
Audit etc.	1800		1800			Recovered VAT	9000		
Internal Auditors Fee	200		200			Wayleaves			
Elections	700		700						
Fees (Legal)	1000		1000			Interest on A/Cs	20		
Memberships CALC/SLCC	1200		1200	843.19	70%	Hereford and Worcester A	10		
Training Courses	500		500						
Travel Allowances	200		200						
Insurance (all buildings)	9000		9000	5,270.51	59%				
Employers Nat.Ins	4500		4500						
	19100		19100	6113.7	32%		9030		
Community Services									
Street Lighting	2500		2500	540.17	22%				
Car Park Maintenance (Long term)	4000		4000						
Bus shelter, maintenance/cleaning	400		400	16.00	4%				
	6900		6900	556.17	8%				
Donations									
Tenbury in Bloom	150		150						
Tenbury Tourism	350		350						
	500		500						
Promotion									
Advertising	1000		1000	40.00	4%				
Web Site/Digital Screen	300		300						
	1300		1300	40	3%				
Loans									
Public Works Loan Board(all loans)	4500		4500						
	4500		4500						
Payback Schemes									
Lengthsman	3000		3000	195.00	6%	Lengthsman	3000		
Footpaths	500		500			Footpaths	500		
Rate Relief	300		300			Rate Relief	300		
	3800		3800	195	5%		3800		
Hanging Baskets									
	38,450.00	-	38,450.00	7,148.19	19%		12830	-	
Contingency Fund									
	1000		1000	32.02	3%				
ADMIN SUB TOTAL	39,450.00	-	39,450.00	7,180.21	18%		12830	-	
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	Apr-11				Apr-11	
WAGES/ALLOWANCES									
Mayors Allowance	1500		1500	84.00	6%				
SALARIES	60000		60000	8,857.40	15%				
HLF Salaries	21000		21000						
WAGES/ALLOWANCES TOTAL	61500		61500.00	8941.40	15%				
ADMIN GRAND TOTAL	100,950	-	100,950.00	16,121.61	16%	ADMIN GRAND TOTAL	12830	-	
OVERVIEW						OVERVIEW			
			Total			PRECEPT	118972	64,657.00	104%
TOTALS	2013/14	2013/14	2013/14	Actual	% of Budget Reached TO DATE	TOTALS			% of Budget Reached TO DATE
EXPENDITURE	BUDGET		BUDGET	Apr-11		INCOME	BUDGET	Apr-11	
PREMISES	32760	1865	34625	646.52	2%	PREMISES	10550	527.00	5%
AMENITIES	24500	3350	27850	564.00	2%	AMENITIES	5516	735.00	13%
ADMINISTRATION	100950		100950	16,121.61	16%	ADMINISTRATION	12830	-	
SUBTOTAL	158210	5215	163425	17332	11%	SUBTOTAL	28896	1262	4%
PRECEPT						PRECEPT	129314	64657	50%
TOTAL	158210	5215	163425	17332	11%	GRAND TOTAL	158210	67181	42%

Tenbury Town Council Bank Accounts Summary as at

29/04/2013

Financial Year ending 31/3/14	Petty Cash	Barclays				WCC Deposit A/C	TOTALS
		Current A/C - 023	Current A/C - 007 Savings	Re-cycling A/C - 104	HLF grant A/C - 143		
Closing balance per Mar Statement	3.97	1712.98	6221.28	11206.99	5795.75	946.83	25887.8
Closing balance per April Statement (cash at bank and in hand)	3.97	6854.39	6221.28	11206.99	4027.18	946.83	29260.64

Approval for payments due in

	Invoice No:	Cheque No:	Total
Employment costs			
Total expenses			
British Gas Business	Gas for Pump Rooms	60854357/1	DD £ 84.49
Herefordshire Housing Limited	Community Alarm Monitoring	SIAL/00001168	101880 £ 26.65
British Gas Business	Gas for Pump Rooms	60839210/1	DD £ 165.99
Herefordshire Housing Limited	Community Alarm Monitoring	SIAL/00062221	101880 £ 29.00
Mr C. Bunn	Lengthmans Scheme March	41334	101881 £ 195.00
Zurich Municipal	Insurance all Premises	11971086	101882 £ 5,586.75
Entanet	Broadband April	OP/1173794	101883 £ 16.64
G.E. Bright Electrical	Panasonic Phone Set	46096	101884 £ 62.99
Advantage Business Supplies Ltd	Copier Paper	11/I22051	101885 £ 33.48
Mrs Chris Croal	LCR Subscription Renewal	1144/31-05-2013	101886 £ 16.00
Npower Ltd	Street Lighting	LGULBWFP	101887 £ 643.21
BT Business	WCALC Annual Subscription &	6600	101888 £ 722.61
Worcestershire CALC	HAO Supplies re The Regal -	9029483	101889 £ 109.84
West Mercia Supplies	Pump Rooms Telephone Bill	Q098 LO	DD £ 112.09
Chris Holloway Engineering Services	Repairs to Skateboard ramp	43	101891 £ 150.00
Norris & Miles Solicitors	Registration of the land at	251/13	101892 £ 1,018.00
Clock House Foods	Food for 70 - Mayors Charity	4813	101893 £ 210.00
Jimbo's Bars	Mayors Charity Show Drinks	JB-TTC002	101894 £ 46.80
Newsquest Media Group	Ludlow Advertiser - Wedding	5446680	101895 £ 48.00
Mr A.James	Bus shelter cleaned	6	101896 £ 16.00
SLCC	SLCC Clerk's Annual	2013/14 Subs	101899 £ 203.00
Barclays	Bank Charges - 13218023	13/2/13 - 12/03/13	DD £ 25.73
Barclays	Bank Charges - 63885143	13/02/13 -12/03/13	DD £ 6.29
Severn Trent Water Ltd	Water Burgage Recreation	799102968	101898 £ 90.72
Malvern Hills District Council	Rates Palmers Car Park	120026651	DD £ 414.00
Malvern Hills District Council	Rates Pavilion Burgage	101107255	DD £ 35.40
Malvern Hills District Council	Rates Pump Rooms	120048559	DD £ 292.80
Droitwich Town Council	The Mayors Charity Show		101897 £ 84.00
HMRC	HMRC NICs etc		101870 £ 4,768.83
Regal Tenbury Trust Ltd	Support Grant		101900 £ 5,000.00

Total Payments for April

£ 20,214.31