

TENBURY TOWN COUNCIL 2014/15 FS01

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **Monday 19th May 2014** at **7:00 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr M. Willis (Mayor), Cllr G. Price (Chair), Cllr E. Weston (Deputy Chair), Cllr S. Corfield, Cllr J. da Costa, Cllr M. Drummond, Cllr J. Morgan

IN ATTENDANCE: Town Clerk

ABSENT: Cllr Bowkett

1.1 To elect a Chairman

Cllr Price was nominated as Chairman by Cllr da Costa, seconded by Cllr Corfield. Cllr Price agreed he was willing to stand.

RESOLVED that Cllr Price be elected as Chairman.

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

None.

1.3 Declarations of Interest.

None.

1.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 28th April 2014.

The Minutes of the previous meeting held on 28th April 2014 were approved and signed by the Chairman as a true and correct record of proceedings.

1.5 To elect a Deputy Chairman

Cllr Weston was nominated as Deputy Chairman by Cllr Price, seconded by Cllr Corfield. Cllr Weston agreed she was willing to stand.

RESOLVED that Cllr Weston be elected as Deputy Chairman.

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

Attached Appendix A

RESOLVED that the budget position to date be approved.

1.7 To approve payment for Burgage Tree Works and Tennis Court works from Reserve Funds.

Members were reminded that funds for these works had been retained in the Reserve account for payment in this financial year.

RESOLVED to approve payments for these works from Reserve Funds.

1.8 To confirm payments authorised from Council bank accounts and monthly reconciliation of bank accounts.

The Chairman confirmed that the Bank Accounts reconciled correctly with authorised payments.

1.9 To approve the Monthly Accounts for May 2014 and the Outstanding Accounts for June 2014 for recommendation to Full Council.

Attached Appendix B.

RESOLVED that the Monthly Accounts to May 2014 and any Outstanding Accounts for June 2014 be approved and so presented for ratification by Full Council.

1.10 Correspondence.

None.

1.11 Councillors' reports and items for future agenda

None.

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1.12 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

1.13 To consider staffing matters

Members considered matters relating to a member of staff and agreed how they wished the matter to be dealt with. The Mayor and the Clerk were delegated to act accordingly in dealing further with this issue.

Meeting closed at 8:15 pm

Signed

Dated

PREMISES						PREMISES				
EXPENDITURE	Total Budgeted Spend	ACTUAL	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2014-15	Apr-14	May-14	Jun-14			2014-15	Apr-14	May-14	
Pump Rooms						Pump Rooms				
Gas	1500					Bookings	4000		100.00	3%
Electricity	1500									
Water	200									
Rates	3100	305.40	606.40	907.40	20%					
Building Maintenance	2000									
Fire Extinguishers/Alarm	400									
Electrical Maintenance/Checks	200									
Boiler Maintenance	200									
Cleaning Materials/Disposables	50									
Wedding License	500									
Project Reserves	4000									
	13650	305.4	606.4	907.4	4%		4000		100	3%
Regal						Regal & C.Centre				
Building Maintenance	2500									
Project Reserves	4000					Rent	4400	367.00		
RTT Grant Donation	10000	5,000.00	5,000.00	5,000.00	50%					
	16500	5,000.00	5000	5000	30%		4400			
Pavilion & Groundsmans Shed										
Electricity	1100									
Water	200	92.26	92.26	92.26	46%					
Rates	400	32.70	65.70	98.70	16%					
Building Maintenance	500									
Electrical Maintenance	500		159.00	159.00	32%					
Pavilion Roof Maintenance	500									
Project Reserves	2000									
	5,200.00	124.96	316.96	349.96	6%		-			
Changing Rooms										
Electricity	550					Changing Rooms Meter	400	91.00	91.00	23%
Water	200		62.19	62.19	31%					
Building Maintenance	500									
Electrical Maintenance	500	49.50	49.50	49.50	10%					
Project Reserves	1000									
	2,750.00	49.50	111.69	111.69	4%		400.00			
	38,100.00	5,479.86	6,035.05	6,369.05	16%					
Contingency Fund	1000									
PREMISES TOTAL	39100	5479.86	6035.05	6369.05	15%	PREMISES TOTAL	8800	458	191	2%

AMENITIES						AMENITIES				
EXPENDITURE	Total Budgeted Spend	ACTUAL	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2014-15	Apr-14	May-14	Jun-14			2014-15	Apr-14	May-14	
Bowling Green										
Treatment & Scarifying	1500		45.00	45.00	3%	Bowling Club	560			
						Bowling League	560			
						Pay per Use Fees				
	1,500.00	-	45.00	45.00	3%		1,120.00	-	-	
Tennis Courts										
Repair & Upkeep	1200		54.58	54.58	5%	Tennis Club Fees	980			
Project Reserves	2000					Pay per Use Fees	250			
	3,200.00	-	54.58	54.58	2%		1,230.00	-	-	
Burgage										
Grass Cutting	1900		330.00	330.00	17%	Bonfire	120			
Kyre Bank Strimming	800									
Play Area	500					Car Boot Sales	600		200.00	33%
Shrubs & Flowers	400									
Japanese Knotweed	500									
Premises License	100		70.00	70.00						
Honeycomb Grid for Access	2000									
New Play Area Fund	2000						720	-	200.00	28%
	8,200.00	-	330.00	330.00	4%					
Palmers										
Grass Cutting	1900	325.00	655.00	980.00	34%	Football Club	1006			
Hedge Cutting						Rugby Club	614			
Car Park Rates	4300	423.00	847.00	1271.00	20%	May Fair		735.00	735.00	
Repainting of Carpark Lines	1000					Scout Hut	5			
Project Reserves Skate Park	2000					Skip Rent, annual.				
Project Reserves Car Park	4000									
	13,200.00	748.00	1,502.00	2,251.00	11%		1,625.00	735.00	735.00	45%
General Costs										
Groundsman Tools	500		55.96	55.96	11%	Cemetery charges	205			
Petrol/Diesel	300									
Maintenance of Equipment	600									
Maintenance Costs	1000	40.00	81.08	81.08	8%					
Tree Work	1000									
Groundsman Training	700						205	-	-	
	4,100.00	40.00	137.04	137.04	3%					
	30,200.00	788.00	2,068.62	2,817.62	7%		4,900.00	735.00	935.00	19%
Contingency Fund	1000									
AMENITIES TOTAL	31200	788	2068.62	2817.62	7%	AMENITIES TOTAL	4900	735	935	19%

ADMINISTRATION						ADMINISTRATION				
EXPENDITURE	Total Budgeted Spend	ACTUAL	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2014-15	Apr-14	May-14	Jun-14			2014-15	Apr-14	May-14	
Petty Cash	200									
Telephone/Broadband	600		13.17	13.17	2%					
Stationery & Misc.	450	14.95	21.11	21.11	5%					
Photocopying	450		130.12	130.12	29%					
Lone Worker Alarm	160	31.76	31.76	37.76	20%					
Computer & software	300									
	2160	46.71	196.16	202.16	9%					
Council Running Costs										
Audit etc.	1500					Recovered VAT	9000			
Internal Auditors Fee	200					Wayleaves	45			
Elections	700									
Fees (Legal)	1000					Interest on A/Cs	20			
Memberships CALC/SLCC	1200	959.84	959.84	959.84	80%	Hereford and Worcester A	10			
Training Courses	500									
Travel Allowances	200									
Insurance (all buildings)	5500	5,139.66	5,139.66	5,139.66	93%					
Employers Nat.Ins	4500									
	15300	6099.5	6099.5	6099.5	40%		9075			
Community Services										
Street Lighting	2500									
Hanging Baskets	1000					Hanging Baskets	1000			
Bus shelter, maintenance/cleaning	400	25.00	25.00	25.00	6%					
	3900	25	25	25	1%		1000			
Donations										
Tenbury in Bloom	150									
Tenbury Tourism	350									
Tenbury CAB	1000									
Tenbury CoT Christmas Lights	500									
	2000									
Promotion										
Advertising	1000		40.00	40.00	4%					
Web Site/Digital Screen	150									
	1150		40	40	3%					
Loans										
Public Works Loan Board(all loans)	3950			1,970.83						
	3950			1970.83						
Payback Schemes										
Lengthsman	3000		224.25	224.25	7%	Lengthsman	3000		224.25	7%
Footpaths	500					Footpaths	500			
Rate Relief	150		147.61	147.61	98%	Rate Relief	150		147.61	98%
	3650		371.86	371.86	10%		3650		371.86	10%

	32,110.00	6,171.21	6,732.52	8,709.35	21%					
Contingency Fund	1000								371.86	3%
ADMIN SUB TOTAL	33,110.00	6,171.21	6,732.52	8,709.35	20%					
WAGES/ALLOWANCES										
Mayors Allowance	1500	66.00	96.00	96.00	6%					
SALARIES	60000	4,323.53	8,543.58	12,763.63	14%					
WAGES/ALLOWANCES TOTAL	61500.00	4389.53	8639.58	12859.63	14%					
ADMIN GRAND TOTAL	94610	10560.74	15372.1	21568.98	16%	ADMIN GRAND TOTAL	13725		371.86	3%

OVERVIEW					OVERVIEW					
EXPENDITURE	Total Budgeted Spend	ACTUAL	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	% of Budget Reached TO DATE	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2014-15	Apr-14	May-14	Jun-14			DATE	DATE	Apr-14	
PREMISES	39100	5,479.86	6,035.05	6,369.05	15%	PREMISES	8800	458.00	191.00	2%
AMENITIES	31200	788.00	2,068.62	2,817.62	7%	AMENITIES	4900	735.00	935.00	19%
ADMINISTRATION	94610	10,560.74	15,372.10	21,568.98	16%	ADMINISTRATION	13725	-	371.86	3%
SUBTOTAL	164910	16829	23476	30756	14%	SUBTOTAL	27425	1,193.00	1,497.86	5%
						PRECEPT	122457		61,228.35	50%
						Parish Grant	15028		7,514.15	50%
GRAND TOTAL	164910	16829	23476	30756	14%	GRAND TOTAL	164910	1193	70240	43%

Tenbury Town Council Bank Accounts Summary as at

19/05/2015

Financial Year ending 31/3/15	Petty Cash	Barclays Current A/C - 023	Barclays Holding A/C - 007 Savings	Barclays Reserve Funds - 790	Barclays HLF Grant A/C - 143	WCC Deposit A/C	TOTALS
Closing balance at 28/04/2014	33.52	9643.97	149.39	34485.22	39132.02	946.83	84357.43
Balance at 19/05/2014 (cash)	33.52	9495.05	50149.39	44485.22	39124.15	946.83	144200.64
Variance		-148.92	50000.00	10000.00	-7.87		59843.21

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Monies Paid In 100132	100132	29/04/14	337.10				Cheque Deposits
Internal BRIDGE LOAN FT	FT	29/04/14	5000.00	-5000.00			203964 61300790 FT
Ironmongery Direct	13140001	30/04/14	-450.00				Regal Front Door Hawgood Hinges
Advantage Business Supplies Ltd	13140002	30/04/14	-18.12				Receipt Book & Tape
Advantage Business Supplies Ltd	13140003	30/04/14	-7.71				Shorthand Notebooks
Npower Ltd	12140004	30/04/14	-646.18				Footway Lighting D2d & D2m - 01/
Severn Trent Water Ltd	14150001	30/04/14	-92.26				Water Burgage 1/4/14-31/3/15
Zurich Municipal	14150002	30/04/14	-5448.05				Insurance - All Cover 2014/15
SLCC Enterprises Ltd	14150003	30/04/14	-207.00				Clerk SLCC Membership 2014/15
Herefordshire Housing Limited	14150004	30/04/14	-27.56				Clerk Lone Worker Alarm
MTM Contracting Ltd	14150005	30/04/14	-390.00				First Mowing Burgage & Palmers
Advantage Business Supplies Ltd	14150006	30/04/14	-17.94				A4 Paper
NALC - LCR	14150007	30/04/14	-17.00				Subscription 2014/15
Worcs CALC	14150008	30/04/14	-747.21				Membership Fees 2014/15
WACFL	14150009	30/04/14	-66.00				9th Annual Lunch
G E Brights	14150010	30/04/14	-59.40				Repairs to Coin Meter
Tenbury Plant & Tool Hire	14150011	30/04/14	-48.00				Pressure Washer
DFP	14150012	30/04/14	-108.00				Subscription Apr-Jun 2014
Regal Tenbury Trust Ltd	14150013	30/04/14	-5000.00				Support Grant Installment 1
R McGrath	14150014	30/04/14	-25.00				Bus Shelter Clean
MHDC	DIRECTDEPOSIT	30/04/14	68742.50				Precept Inst 1
Internal BRIDGE LOAN FT	FT	30/04/14	-10000.00		10000.00		203964 61300790 FT
Internal BRIDGE LOAN FT	FT	30/04/14	-5000.00		5000.00		203964 61300790 FT
Transfer to holding ACCT	FT	30/04/14	-50000.00	£ 50,000.00			Precept Inst 1
HMRC	DIRECTDEPOSIT	15/03/00	4074.89				VAT Repay
Barclays	DIRECTDEBIT	08/05/14	-31.04				Bank Charges
Barclays	DIRECTDEBIT	08/05/14				-7.87	Bank Charges
Orange	DIRECTDEBIT	10/05/14	-7.20				Orange
MHDC Business Rates	DIRECTDEBIT	15/05/14	-301.00				MHDC NNDR 01 120048559
MHDC Business Rates	DIRECTDEBIT	15/05/14	-424.00				MHDC NNDR 01 120026651
MHDC Business Rates	DIRECTDEBIT	15/05/14	-33.00				MHDC NNDR 01 101107255
Monies Paid In 100133	OTH	15/05/14	652.61				Cheque Deposits
Worcestershire CC Lengthsman	DIRECTDEP	16/05/14	224.25				WORCESTERSHIRE C.C
Mainstream Digital Phone	DIRECTDEBIT	16/05/14	-8.60				Mainstream Digital
TRANSACTION TOTALS for MAY			-148.92	50000.00	10000.00	-7.87	59843.21

APPROVED CREDIT CARD PAYMENTS

Payee	Invoice	Invoice Date	Ref.	Total	VAT	Net	Approval Ref	Payment Ref
Roundabout Stationary		02/05/14	Jalema Filing Clips	£ 43.19	£ 7.20	£ 35.99	APP141502	14150029
Amazon.co.uk	026-1654524-5876350	06/05/14	Jalema Archive Filing Clip	£ 26.52	£ 4.42	£ 22.10	APP141503	14150029
Coopers of Stortford		07/05/14	Cart for Groundsman	£ 117.97	£ 19.66	£ 98.31	APP141504	14150029
Orange Online Topup		12/05/14	Top up HAO old phone	£ 10.00	£ 1.67	£ 8.33	APP141505	14150029

CURRENTLY OUTSTANDING FOR JUNE BILL

£ 197.68

PAYMENTS CURRENTLY AWAITING APPROVAL

MAY

Payee	Invoice	Invoice Date	Ref.	Total	VAT	Net	Approval Ref	Payment Ref
Newsquest Media Group	8532123	25/04/14	Ludlow Advertiser - Wedn	£ 48.00	£ 8.00	£ 40.00	APP141506	14150015
The Helping Hand Company Ltd	215943	06/02/14	Dog Fouling Equipment	£ 67.15	£ 11.19	£ 55.96	APP141506	14150016
Mr C. Bunn	April	01/05/14	Lengthsman April	£ 224.25	£ -	£ 224.25	APP141506	14150017
Malvern Hills District Council	8022/9022	01/05/14	Rate Relief Post Office	£ 147.61	£ -	£ 147.61	APP141506	14150018
West Mercia Supplies	9717471	06/05/14	Photocopier Charges 03/	£ 47.78	£ 7.96	£ 39.82	APP141506	14150019
West Mercia Supplies	9696668	06/05/14	Photocopier Lease 13/05	£ 108.36	£ 18.06	£ 90.30	APP141506	14150020
Advantage Business Supplies	11/1222269	16/05/14	Filing Dividers - Jan - Dec	£ 7.39	£ 1.23	£ 6.16	APP141506	14150021
Severn Trent Water Ltd	3850140649	08/05/14	Water Changing Rooms	£ 62.19	£ -	£ 62.19	APP141506	14150022
A H Caldicott & Sons	5725	29/04/14	New Hand Wash - The Pa	£ 190.80	£ 31.80	£ 159.00	APP141506	14150023
A H Caldicott & Sons	8825	01/04/14	Bags Post Fix and Tarmac	£ 65.50	£ 10.92	£ 54.58	APP141506	14150024
J G Banfield & Sons Ltd	4502	30/04/14	Barrier Tape, Sledge Ham	£ 49.30	£ 8.22	£ 41.08	APP141506	14150025
MTM Contracting Ltd	April Mowing	11/05/14	April Mowing Burgage &	£ 846.00	£ 141.00	£ 705.00	APP141506	14150026
Bewdley Town Council	41779	16/05/14	2 x Tickets - Bewdley May	£ 30.00	£ -	£ 30.00	APP141506	14150027
Malvern Hills District Council	613035695	21/05/14	Premise Licence Fee	£ 70.00	£ -	£ 70.00	APP141506	14150028
RPS Grounds Maintenance	317	10/05/14	Pressure Washing and W	£ 198.50	£ -	£ 198.50	APP141506	14150029

JUNE

Payee	Invoice	Invoice Date	Ref.	Total	VAT	Net	Approval Ref	Payment Ref
Barclay Card	June	30/06/14	Credit Card Purchases	£ 197.68		£ 197.68	APP141507	14150030
Malvern Hills District Council	120026651	04/03/13	Rates Palmers Car Park	£ 424.00		£ 424.00	APP141507	DD
Malvern Hills District Council	101107255	04/03/13	Rates Pavilion Burgage	£ 33.00		£ 33.00	APP141507	DD
Malvern Hills District Council	120048559	04/03/13	Rates Pump Rooms	£ 301.00		£ 301.00	APP141507	DD
Orange Payment Processing			Groundsman's Phone	£ 7.20	£ 1.20	£ 6.00	APP141507	DD
Public Works Loan Board	612 0873 12/6/14	12/06/14	Bi Annual Loan Repayme	£ 1,970.83		£ 1,970.83	APP141507	DD
CURRENTLY OUTSTANDING FOR MAY & JUNE				£	5,096.54			