

TENBURY TOWN COUNCIL 2014/15 FS04

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **Monday 29th September 2014 at 7:30 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

IN ATTENDANCE: Town Clerk

APOLOGIES: Cllr S. Corfield, Cllr M. Drummond

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

Apologies had been received from Cllr S Corfield and Cllr M. Drummond.

RESOLVED that apologies be accepted

4.2 Declarations of Interest.

None

4.3 Public Participation

None

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

The minutes of the meeting, held on 28th July 2014, were confirmed and signed by the Chairman as a true and correct record of proceedings.

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

Attached Appendix A

Members were satisfied that expenditure was according to budget.

RESOLVED that the budget position to date be approved.

4.6 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 and signed off the bank statements accordingly

4.7 To approve the Monthly Accounts for September 2014 and the Outstanding Accounts for October 2014 for recommendation to Full Council.

Attached Appendix B.

RESOLVED that the Monthly Accounts to September 2014 and any Outstanding Accounts for October 2014 be approved and so presented for ratification by Full Council

4.8 To consider any alterations to internal financial controls.

New advice from Worcestershire CALC had suggested that the arrangements for internet banking should be revised to allow for a further online signatory to authorise payment transfers. The Clerk had discussed this requirement with the Council's bankers and it was possible to amend the current account so that the Clerk could set up payments but a Councillor would need to log on to the account to separately authorise the transaction. Members agreed this would be a good safeguard. It was suggested that four Councillors be nominated as online signatories. As the Chair of Finance was nominated to carry out the monthly reconciliation of accounts it was felt they should not be an online signatory. The Clerk explained that each Councillor would need to contact the Council's bank manager directly to be set up on the account and that once the changes were in place she would send around an email to all concerned letting when payments had been set up so that they would know they needed to log on and make an authorisation.

RESOLVED to amend banking arrangements to allow for dual authorisation on the current accounts with Cllrs Bowkett, Morgan, Corfield and Drummond to be set up as online signatories.

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4.9 To consider setting up a working group to plan pension provision for staff as part of the government auto-enrolment plan.

The Clerk explained that as part of the Government Auto-Enrolment scheme the Council would have to be able to offer a pension scheme to all employees. The staging date was not until January 2017 but it would be sensible to begin investigating possible schemes sooner rather than later. As the Clerk might be directly affected by the pension offer she felt it would be a conflict of interest for her to investigate the various options and providers. Members agreed that this would best be handled by a small working group.

RESOLVED that The Mayor, Cllr Price and Cllr Weston form a working group to look at pension plan options for future consideration.

4.10 Correspondence

None

4.11 Councillors' reports and items for future agenda

None

Meeting closed at 8:25pm

Signed

Dated

PREMISES					PREMISES			
EXPENDITURE	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	PROJECTED TO DATE	% of Budget Reached TO DATE
	2014-15					Sep-14	Oct-14	
Pump Rooms					Pump Rooms			
Gas	1500	258.81	258.81	17%	Bookings	4000	1,521.40	38%
Electricity	1500	185.87	457.14	30%				
Water	200							
Rates	3100	1,810.40	2,111.40	68%				
Building Maintenance	2000	1,546.65	1,584.65	79%				
Fire Extinguishers/Alarm	400	85.00	85.00	21%				
Electrical Maintenance/Checks	200							
Boiler Maintenance	200							
Cleaning Materials/Disposables	50	21.22	21.22	42%				
Wedding License	500							
Project Reserves	4000							
	13650	3907.95	4518.22	33%		4000	1521.4	38%
Regal					Regal & C.Centre			
Building Maintenance	2500	262.00	262.00	10%				
Project Reserves	4000				Rent	4400	1,835.00	42%
RTT Grant Donation	10000	5,000.00	10,000.00	100%				
	16500	5262	10,262.00	62%		4400		
Pavilion & Groundsmans Shed								
Electricity	1100	211.88	211.88	19%				
Water	200	92.26	92.26	46%				
Rates	400	197.70	230.70	58%				
Building Maintenance	500							
Electrical Maintenance	500	234.00	234.00	47%				
Pavilion Roof Maintenance	500							
Project Reserves	2000							
	5,200.00	735.84	768.84	15%		-		
Changing Rooms								
Electricity	550	114.85	114.85	21%	Changing Rooms Meter	400	91.00	23%
Water	200	62.19	62.19	31%				
Building Maintenance	500							
Electrical Maintenance	500	49.50	49.50	10%				
Project Reserves	1000							
	2,750.00	226.54	226.54	8%		400.00		
	38,100.00	10,132.33	15,775.60	41%				
Contingency Fund	1000							
PREMISES TOTAL	39100	10132.33	15775.6	40%	PREMISES TOTAL	8800	3447.4	39%

AMENITIES					AMENITIES			
EXPENDITURE	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	PROJECTED	% of Budget Reached TO DATE
	2014-15		Sep-14			Oct-14		
Bowling Green								
Treatment & Scarifying	1500	45.00	45.00	3%	Bowling Club	560	561.00	100%
					Bowling League	560	561.00	100%
					Pay per Use Fees			
	1,500.00	45.00	45.00	3%		1,120.00	1,122.00	100%
Tennis Courts								
Repair & Upkeep	5700	4,974.58	4,974.58	87%	Tennis Club Fees	980	982.00	100%
Project Reserves	2000				Pay per Use Fees	250	92.00	37%
	7,700.00	4,974.58	4,974.58	65%		1,230.00	1,074.00	87%
Burgage								
Grass Cutting	1900	1,482.50	1,482.50	78%	Bonfire	120	230.00	192%
Kyre Bank Strimming	800	300.00	300.00	38%				
Play Area	500				Car Boot Sales	600	520.00	87%
Shrubs & Flowers	400	82.50	82.50	21%				
Japanese Knotweed	500							
Premises License	100	70.00	70.00	70%				
Honeycomb Grid for Access	2000							
New Play Area Fund	2000					720	750.00	104%
	8,200.00	1,865.00	1,865.00	23%				
Palmers								
Grass Cutting	1900	1482.50	1482.50	78%	Football Club	1006	499.00	50%
Hedge Cutting					Rugby Club	614		
Car Park Rates	4300	2543.00	2967.00	69%	May Fair		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	4,025.50	4,449.50	34%		1,625.00	1,234.00	76%
General Costs								
Groundsman Tools	500	438.94	438.94	88%	Cemetery charges	205	40.00	20%
Petrol/Diesel	300	71.59	71.59	24%				
Maintenance of Equipment	600	246.00	291.00	49%				
Maintenance Costs	1000	664.47	664.47	66%				
Tree Work	4500	3,245.00	3,245.00	72%				
Groundsman Training	700	7.50	7.50	1%		205	40.00	20%
	7,600.00	4,666.00	4,711.00	62%				
						4,900.00	4,220.00	86%
	38,200.00	15,576.08	16,045.08	42%				
Contingency Fund	1000							
AMENITIES TOTAL	39200	15576.08	16045.08	41%	AMENITIES TOTAL	4900	4220	86%

ADMINISTRATION					ADMINISTRATION			
EXPENDITURE	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	PROJECTED	% of Budget Reached TO DATE
	2014-15		Sep-14			Oct-14		
Petty Cash	200	100.00	100.00	50%				
Telephone/Broadband	600	200.41	268.35	45%				
Stationery & Misc.	450	53.00	53.00	12%				
Photocopying	450	322.93	358.85	80%				
Lone Worker Alarm	160	71.32	77.47	48%				
Computer & software	300							
	2160	747.66	857.67	40%				
Council Running Costs								
Audit etc.	1500	600.00	600.00	40%	Recovered VAT	9000	4,986.67	55%
Internal Auditors Fee	200	200.00	200.00	100%	Wayleaves	45		
Elections	700							
Fees (Legal)	1000				Interest on A/Cs	20		
Memberships CALC/SLCC	1200	1,050.33	1,050.33	88%	Hereford and Worcester A	10		
Training Courses	500	414.90	414.90	83%				
Travel Allowances	200	78.00	78.00	39%				
Insurance (all buildings)	5500	5,448.05	5,448.05	99%				
Employers Nat.Ins	4500	1,051.13	2,132.62	47%				
	15300	8842.41	9923.9	65%		9075	4986.67	55%
Community Services								
Street Lighting	2500		554.73	22%				
Hanging Baskets	1000	350.00	350.00	35%	Hanging Baskets	1000	510.00	51%
Bus shelter, maintenance/cleaning	400	100.00	100.00	25%				
	3900	450	1004.73	26%		1000	510.00	51%
Donations								
Tenbury in Bloom	150	150.00	150.00	100%				
Tenbury Tourism	350	350.00	350.00	100%				
Tenbury CAB	1000	1,000.00	1,000.00	100%				
Tenbury CoT Christmas Lights	500	500.00	500.00	100%				
	2000	2000	2000	100%				
Promotion								
Advertising	1000	452.00	452.00	45%				
Web Site/Digital Screen	150							
	1150	452	452	39%				
Loans								
Public Works Loan Board(all loans)	3950	1,970.83	1,970.83	50%				
	3950	1970.83	1970.83	50%				
Payback Schemes								
Lengthsman	3000	1,058.00	1,058.00	35%	Lengthsman	3000	856.75	29%
Footpaths	500				Footpaths	500		
Rate Relief	150	147.61	147.61	98%	Rate Relief	150	147.61	98%
	3650	1205.61	1205.61	33%		3650	1004.36	28%
	32,110.00	15,668.51	17,414.74	54%				
Contingency Fund	1000	581.36	597.12	60%			6501.03	47%
ADMIN SUB TOTAL	33,110.00	16,249.87	18,011.86	54%				

ADMINISTRATION					ADMINISTRATION			
WAGES/ALLOWANCES								
Mayors Allowance	1500	705.40	705.40	47%				
SALARIES	60000	27,774.95	34,335.89	57%				
WAGES/ALLOWANCES TOTAL	61500.00	28480.35	35041.29	57%				
ADMIN GRAND TOTAL	94610	44730.22	53053.15	56%	ADMIN GRAND TOTAL	13725	6501.03	47%

OVERVIEW					OVERVIEW			
EXPENDITURE	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	% of Budget Reached TO DATE	PROJECTED TO DATE	% of Budget Reached TO DATE
	2014-15							
PREMISES	39100	10,132.33	15,775.60	40%	PREMISES	8800	3,447.40	39%
AMENITIES	39200	15,576.08	16,045.08	41%	AMENITIES	4900	4,220.00	86%
ADMINISTRATION	94610	44,730.22	53,053.15	56%	ADMINISTRATION	13725	6,501.03	47%
SUBTOTAL	172910	70439	84874	49%	SUBTOTAL	27425	14,168.43	52%
					PRECEPT	122457	61,228.35	50%
					Parish Grant	15028	7,514.15	50%
GRAND TOTAL	172910	70439	84874	49%	GRAND TOTAL	164910	75397	46%

Tenbury Town Council Bank Accounts Summary as at

29/09/2014

Financial Year ending 31/3/15	Petty Cash	Barclays Current A/C 023	Barclays Holding A/C 094 Savings	Barclays Reserve Funds 790	Barclays HLF Grant A/C 143	WCC Deposit A/C	TOTALS
Closing balance at 01/09/2014	37.43	4242.77	20149.39	39452.02	39107.65	946.83	103898.66
Balance at 29/09/2014 (cash	18.22	2461.64	17149.39	39452.02	39102.41	951.64	99117.10
Variance	-19.21	-1781.13	-3000.00	0.00	-5.24	4.81	-4781.56

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Approval Ref	Date	Amounts		Reference
REGAL TENBURY TRUST	DIRECT DEP	01/09/14	367.00		Regal Rent
Barclays	14150104	05/09/14	-12.18		Bank Charges - 13218023
Barclays	14150105	05/09/14		-5.50	Bank Charges - 63885143
Monies Paid In 100138	OTH	05/09/14	791.80		Cheque Deposits
Rigby Taylor	14150106	09/09/14	-375.78		Foliage & Residual Weedkiller
City Signs	14150107	09/09/14	-168.00		PVC Banner
EZ Cleaning	14150108	09/09/14	-15.00		Bus Shelter Cleaning
Jaytee Publicity	14150109	09/09/14	-165.00		Half Page Advert in Tenbury Wells Tour
Jaytee Publicity	14150110	09/09/14	-49.00		Eighth Page Advert in Tenbury Wells Tc
M. Willis Mayor - Reimburse	14150111	09/09/14	-20.00		2 Tickets to Mayor of Bromyard Picnic
British Gas Business	14150112	09/09/14	-22.80		Pump Rooms Gas 17/06/14 - 27/08/14
WCC Deposit Loan Interest		09/09/14		4.81	Interest Received
Orange Payment Processing		10/09/14	-7.38		Groundsman's Phone 24 Aug -23 Sept
Malvern Hills District Council		15/09/14	-424.00		Rates Palmers Car Park
Malvern Hills District Council		15/09/14	-33.00		Rates Pavilion Burgage
Malvern Hills District Council		15/09/14	-301.00		Rates Pump Rooms
Mainstream Digital Ltd		15/09/14	-59.93		Line Rental 14/8 - 13/11 & Call Charges
WCC	DIRECT DEP	19/09/14	218.50		Lengthsman September
Barclaycard	14150113	22/09/14	-312.13		Credit Card Transactions August 2014
MHDC	DIRECT DEP	23/09/14	50.00		Pump Rooms European Election costs
Mr C. Bunn	14150114	25/09/14	-201.25		Lengthsman August
J. G. Banfield & Sons Limited	14150115	25/09/14	-29.69		New Lock and Keys for Burgage
Advantage Business Supplies	14150116	25/09/14	-33.46		Envelopes & A4 Paper
Tav's Café & Pie Shop	14150117	25/09/14	-300.00		Mayor Civic Service Buffet
Mayor Mileage May - Sept	14150118	25/09/14	-239.40		Travel to Civic Functions
EZ Cleaning	14150119	25/09/14	-20.00		Pump Rooms Window Cleaning Septem
EZ Cleaning	14150120	25/09/14	-15.00		Bus Shelter Cleaning September
Transfer from holding ACCT	FT	25/09/14	3000.00	-3000.00	FUNDS TOP UP
SALARY PAYMENTS SEPT	M6	25/09/14	-4316.21		SALARY PAYMENTS
HMRC	DIRECTDEPOSIT	29/09/14	911.78		VAT Repay Q1
Amazon.co.uk	DIRECTDEPOSIT	29/09/14		0.26	Royalty Payment

TRANSACTION TOTALS for SEPTEMBER

-1781.13 -3000.00 0.00 -5.24 4.81

APPROVED CREDIT CARD SPENDING

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Burford Nurseries	11/09/14		£ 38.00	£ -	£ 38.00	CC14150009	Hanging Basket Flowers for Pump Rooms

TOTAL FOR SEPTEMBER BILL PAYABLE IN OCTOBER

£ 38.00

OCTOBER PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Malvern Hills District Council	120026651	04/03/14	APP1415018	£ 424.00	£ -	£ 424.00	DD	Rates Palmers Car Park
Malvern Hills District Council	101107255	04/03/14	APP1415018	£ 33.00	£ -	£ 33.00	DD	Rates Pavilion Burgage
Malvern Hills District Council	120048559	04/03/14	APP1415018	£ 301.00	£ -	£ 301.00	DD	Rates Pump Rooms
Orange Payment Processing		30/09/14	APP1415018	£ 7.38	£ 1.23	£ 6.15	DD	Groundsman's Phone
Barclays	13/08/14 - 14/09/14	18/09/14	APP1415018	£ 10.26	£ -	£ 12.18	14150121	Bank Charges - 13218023
Barclays	13/08/14 - 14/09/14	18/09/14	APP1415018	£ 5.50	£ -	£ 5.50	14150122	Bank Charges - 63885143
HMRC	Q2	06/10/13	APP1415018	£ 3,444.90	£ -	£ 3,444.90	14150123	Q2 NICS & TAX July to Sept 2013
Regal Tenbury Trust Ltd	Regal Support Gran	31/10/14	APP1415018	£ 5,000.00	£ -	£ 5,000.00	14150124	Support Grant Installment 2
West Mercia Supplies	9977065	05/09/14	APP1415018	£ 43.10	£ 7.18	£ 35.92	14150125	Photocopies 23/5/14 - 27/8/14
S J Kirkpatrick	25	26/09/14	APP1415018	£ 45.00			14150126	Repairs to Groundsmans Cart
Barclaycard	September	28/09/14	APP1415018	£ 38.00	£ -	£ 38.00	14150127	Credit Card Transactions September 2014

CURRENTLY OUTSTANDING TO END OCTOBER

£ 9,352.14