

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **Monday 20th October 2014 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

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

IN ATTENDANCE: Town Clerk

APOLOGIES: Cllr S. Bowkett, Cllr M. Willis (Mayor)

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

Apologies had been received from Cllr S. Bowkett, Cllr M. Willis.

RESOLVED that apologies be accepted

5.2 Declarations of Interest

None

5.3 Public Participation

None

5.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 29th September 2014.

The minutes of the meeting, held on 29th September 2014, were confirmed and signed by the Chairman as a true and correct record of proceedings.

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

Attached Appendix A

Members considered the budget and the amendments proposed by the Clerk/Responsible Financial Officer for reallocation of some funds from one area to another. Members were satisfied that expenditure was according to budget at this point in the year and that the proposed reallocations were a sensible rebalancing of the budget. It was noted that this rebalancing of funds did not incur any overall increase in the budget total.

RESOLVED that the budgets be amended as proposed and the position to date be approved

5.6 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.

5.7 To approve the Monthly Accounts for October 2014 and the Outstanding Accounts for November 2014 for recommendation to Full Council.

Attached Appendix B.

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

5.8 To consider items for inclusion in the 2015/16 budget.

Attached Appendix C

Members discussed the first draft prepared by the Clerk/RFO based on position against budget to date and projections to end of year. The next step would be for the two committees with spending budgets, Premises and Amenities, to look closely at their areas and consider any alterations or additions they would like to make. This would be covered at the November meetings of these committees. Their recommendations would then come back to Finance at the end of November for further debate so that a final budget proposal could be put forward to Full Council in December. The Clerk/RFO was thanked for preparing such a detailed proposal. The Chairman felt certain areas should be given much closer consideration. He proposed that reserves for each future project should be more equal in all areas e.g. Tennis Court resurfacing should be £4K and Changing Rooms £2K. He questioned the support of the hanging basket scheme and felt Amenities should consider whether this still had merit. He felt the utilities estimate for the Pump Rooms seemed high and should be reviewed along with the budgeted income from pay per use on the tennis courts which seemed overly optimistic given the actual to date. He thought it would be sensible to recommend a Precept increase near inflation at between 2.5% and 3% and asked members to keep all this in mind when discussing the separate area budgets in November.

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5.9 Correspondence

None

5.10 Councillors' reports and items for future agenda

None

Meeting closed at 8:15pm

Signed

Dated

PREMISES									
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget 20/10/14		Carried over From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Difference	2014-15	2014-15	Oct-14	Nov-14		
Pump Rooms									
Gas	1500	1500			1500	258.81	258.81	17%	1,500.00
Electricity	1500	1500			1500	402.12	402.12	27%	1,500.00
Water	200	200			200				100.00
Rates	3100	3100			3100	2,111.40	2,412.40	78%	3,015.00
Building Maintenance	2000	3330	1330.00		3330	1,606.31	1,606.31	48%	3,330.00
Fire Extinguishers/Alarm	400	200	-200.00		200	85.00	85.00	43%	200.00
Electrical Maintenance/Checks	200	200			200				200.00
Boiler Maintenance	200	200			200				200.00
Cleaning Materials/Disposables	50	50			50	21.22	21.22	42%	50.00
Wedding License	500	500			500				500.00
Project Reserves	4000	4000			4000				4,000.00
Pump Rooms	13650	14780	1130		14780	4,484.86	4,785.86	32%	14,595.00
Regal									
Building Maintenance	2500	2500			2500	281.38	281.38	11%	2,500.00
Project Reserves	4000	4000			4000				4,000.00
RTT Grant Donation	10000	10000			10000	10,000.00	10,000.00	100%	10,000.00
Regal	16500	16500			16500	10,281.38	10,281.38	62%	16,500.00
Pavilion & Groundsmans Shed									
Electricity	1100	1100			1100	211.88	211.88	19%	1,100.00
Water	200	200			200	92.26	92.26	46%	100.00
Rates	400	400			400	230.70	263.70	66%	330.00
Building Maintenance	500	500			500				500.00
Electrical Maintenance	500	500			500	234.00	234.00	47%	400.00
Pavilion Roof Maintenance	500	250	-250.00		250				250.00
Project Reserves	2000	2000			2000				2,000.00
Pavilion & Shed	5200	4950	-250.00		4950	768.84	801.84	16%	4,680.00
Changing Rooms									
Electricity	550	550			550	114.85	114.85	21%	550.00
Water	200	200			200	62.19	62.19	31%	100.00
Building Maintenance	500	500			500				500.00
Electrical Maintenance	500	500			500	49.50	49.50	10%	500.00
Project Reserves	1000	1000			1000				1,000.00
Changing Rooms	2750	2750			2750	226.54	226.54	8%	2,650.00
	38100	38980	880.00		38980	15,761.62	16,095.62	41%	38,425.00
Contingency Fund	1000	1000			1000				1,000.00
PREMISES TOTAL	39100	39980	880.00		39980	15761.62	16095.62	40%	39425

AMENITIES									
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget 20/10/14		Carried over From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Difference	2014-15	2014-15	Oct-14	Nov-14		
Bowling Green									
Treatment & Scarifying	1500	2400	900.00		2400	45.00	45.00	2%	2,400.00
	1,500.00	2,400.00	900.00	-	2,400.00	45.00	45.00	2%	2,400.00
Tennis Courts									
Repair & Upkeep	1200	1200		4500	5700	4,974.58	4,996.55	88%	5,200.00
Project Reserves	2000	2000			2000				2,000.00
	3,200.00	3,200.00		4,500.00	7,700.00	4,974.58	4,996.55	65%	7,200.00
Burgage									
Grass Cutting	1900	2300	400.00		2300	1,482.50	1,482.50	64%	2,300.00
Kyre Bank Strimming	800	800			800	300.00	300.00	38%	800.00
Play Area	500	500			500		24.25	5%	500.00
Shrubs & Flowers	400	400			400	82.50	82.50	21%	400.00
Japanese Knotweed	500	500			500				500.00
Premises License	100	70	-30.00		70	70.00	70.00	100%	70.00
Honeycomb Grid for Access	2000	2000			2000				2,000.00
New Play Area Fund	2000	2000			2000				2,000.00
	8,200.00	8,570.00	370.00	-	8,570.00	1,935.00	1,959.25	23%	8,570.00
Palmers									
Grass Cutting	1900	2300	400.00		2300	1482.50	1482.50	64%	2300.00
Hedge Cutting		150	150.00		150				150.00
Car Park Rates	4300	4300			4300	2967.00	3391.00	79%	4239.00
Repainting of Carpark Lines	1000	1000			1000				1,000.00
Project Reserves Skate Park	2000	2000			2000				2,000.00
Project Reserves Car Park	4000	4000			4000				4,000.00
	13,200.00	13,750.00	550.00	-	13,750.00	4,449.50	4,873.50	35%	13,689.00
General Costs									
Groundsman Tools	500	800	300.00		800	438.94	438.94	55%	700.00
Petrol/Diesel	300	150	-150.00		150	71.59	77.59	52%	100.00
Maintenance of Equipment	600	750	150.00		750	481.00	481.00	64%	700.00
Maintenance Costs	1000	1200	200.00		1200	869.14	944.04	79%	1,200.00
Tree Work	1000	100	-900.00	3500	3600	3,245.00	3,245.00	90%	3,600.00
Groundsman Training	700	580	-120.00		580	7.50	7.50	1%	580.00
	4,100.00	3,580.00	-520.00	3,500.00	7,080.00	5,113.17	5,194.07	73%	6,880.00
	30,200.00	31,500.00	1,300.00	8,000.00	39,500.00	16,517.25	17,068.37	43%	38,739.00
Contingency Fund									
	1000	200	-800.00		200				200.00
AMENITIES TOTAL	31200	31700	500.00	8000	39700	16517.25	17068.37	43%	38939

ADMINISTRATION									
EXPENDITURE	ORIGINAL BUDGET	Re Forecast Budget 04/10/13		Carried over From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Difference	2014-15	2014-15	Oct-14	Nov-14		
Petty Cash	200	200			200	100.00	100.00	50%	200.00
Telephone/Broadband	600	600			600	285.49	291.64	49%	600.00
Stationery & Misc.	450	300	-150.00		300	53.00	53.00	18%	300.00
Photocopying	450	600	150.00		600	449.15	449.15	75%	600.00
Lone Worker Alarm	160	120	-40.00		120	79.08	79.08	66%	120.00
Computer & software	300	210	-90.00		210				210.00
	2160	2030	-130.00		2030	966.72	972.87	48%	2,030.00
Council Running Costs									
Audit etc.	1500	600	-900.00		600	600.00	600.00	100%	600.00
Internal Auditors Fee	200	200			200	200.00	200.00	100%	200.00
Elections	700	700			700				700.00
Fees (Legal)	1000	1000			1000				1,000.00
Memberships CALC/SLCC	1200	1200			1200	1,050.33	1,050.33	88%	1,200.00
Training Courses	500	500			500	414.90		83%	500.00
Travel Allowances	200	200			200	78.00	78.00	39%	200.00
Insurance (all buildings)	5500	5500			5500	5,448.05	5,448.05	99%	5,500.00
Employers Nat.Ins	4500	4500			4500	2,132.62	2,132.62	47%	4,500.00
	15300	14400	-900.00		14400	9923.9	9923.9	69%	14,400.00
Community Services									
Street Lighting	2500	2500			2500	1,026.42	1,026.42	41%	2,500.00
Hanging Baskets	1000	1000		1000	2000	1,813.65	1,813.65	91%	1,000.00
Bus shelter, maintenance/cleaning	400	200	-200.00		200	100.00	100.00	50%	200.00
	3900	3700	-200.00	1000	4700	2940.07	2,940.07	63%	3,700.00
Donations									
Tenbury in Bloom	150	150			150	150.00	150.00	100%	150.00
Tenbury Tourism	350	350			350	350.00	350.00	100%	350.00
Tenbury CAB	1000	1000			1000	1,000.00	1,000.00	100%	1,000.00
Tenbury CoT Christmas Lights	500	500			500	500.00	500.00	100%	500.00
	2000	2000			2000	2000	2000	100%	2,000.00
Promotion									
Advertising	1000	850	-150.00		850	452.00	452.00	53%	850.00
Web Site/Digital Screen	150	150			150				150.00
	1150	1000	-150.00		1000	452	452	45%	1,000.00
Loans									
Public Works Loan Board(all loans)	3950	3950			3950	1,970.83	1,970.83	50%	3,950.00
	3950	3950			3950	1970.83	1970.83	50%	3,950.00
Payback Schemes									
Lengthsman	3000	3000			3000	1,265.00	1,265.00	42%	3,000.00
Footpaths	500	500			500				500.00
Rate Relief	150	150			150	147.61	147.61	98%	150.00
	3650	3650			3650	1412.61	1412.61	39%	3,650.00
	32,110.00	30,730.00	-1380.00	1,000.00	31,730.00	19,666.13	19,672.28	62%	30,730.00
Bank Charges		250	250.00		250	119.79	119.79	48%	250.00
Contingency Fund	1000	750	-250.00		750	542.00	638.00	85%	750.00
ADMIN SUB TOTAL	33,110.00	31,730.00	-1380.00	1,000.00	32,730.00	20,327.92	20,430.07	62%	31,730.00

ADMINISTRATION									
WAGES/ALLOWANCES									
Mayors Allowance	1500	1500			1500	755.40	755.40	50%	1,500.00
SALARIES	60000	60000			60000	34,335.89	38,533.42	64%	60,000.00
WAGES/ALLOWANCES TOTAL	61500	61500			61500.00	35091.29	39288.82	64%	61500.00
ADMIN GRAND TOTAL	94610	93230	-1380.00	1000	94230	55419.21	59718.89	63%	93230

OVERVIEW									
EXPENDITURE	2013/14	2013/14	Difference	2013/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	BUDGET	BUDGET			2014-15		Oct-14		
PREMISES	39100	39,980.00	880.00		39980	15,761.62	16,095.62	40%	39,425.00
AMENITIES	31200	31,700	500.00	8000	39700	16,517.25	17,068.37	43%	38,939.00
ADMINISTRATION	94610	93,230	-1380.00	1000	94230	55,419.21	59,718.89	63%	93,230.00
SUBTOTAL	164910	164910		9000	173910	87698	92883	53%	171,594.00
GRAND TOTAL	164910	164910		9000	173910	87698	92883	53%	171,594.00

AMENITIES					
INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	Oct-14	Nov-14		
Bowling Club	560	561.00	561.00	100%	561.00
Bowling League	560	561.00	561.00	100%	561.00
Pay per Use Fees					
	1,120.00	1,122.00	1,122.00	100%	1,122.00
Tennis Club Fees	980	982.00	982.00	100%	982.00
Pay per Use Fees	250	92.00	92.00	37%	150.00
	1,230.00	1,074.00	1,074.00	87%	1,132.00
Bonfire	120	120.00	120.00	100%	120.00
Car Boot Sales	600	620.00	620.00	103%	620.00
	720	740.00	740.00	103%	740.00
Football Club	1006	745.50	745.50	74%	1,006.00
Rugby Club	614	305.00	305.00	50%	614.00
May Fair		735.00	735.00		735.00
Scout Hut	5				5.00
Skip Rent, annual.					450.00
	1,625.00	1,785.50	1,785.50	110%	2,810.00
Cemetery charges	205	80.00	80.00	39%	120.00
	205	80.00	80.00	39%	120.00
	4,900.00	4,801.50	4,801.50	98%	6,224.00
AMENITIES TOTAL	4900	4801.5	4801.5	98%	6224

ADMINISTRATION					
ADMIN GRAND TOTAL	13725	6955.66	6955.66	51%	13726.38

OVERVIEW					
INCOME	% of Budget Reached TO DATE	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
		Oct-14	Nov-14		
PREMISES	8800	3,845.40	4,212.40	48%	8,150.00
AMENITIES	4900	4,801.50	4,801.50	98%	6,224.00
ADMINISTRATION	13725	6,955.66	6,955.66	51%	13,726.38
SUBTOTAL	27425	15,602.56	15,969.56	58%	28,100.38
PRECEPT	122457	122,456.70	122,456.70	100%	122,456.70
Parish Grant	15028	15,028.30	15,028.30	100%	15,028.30
GRAND TOTAL	164910	138059	154395.82	94%	165,585.38

Appendix B

Tenbury Town Council Bank Accounts Summary as at

20/10/2014

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 29/09/2014	18.22	2461.64	17149.39	39452.02	39102.41	951.64	99117.10
Balance at 20/10/2014 (cash at bank and in hand)	11.56	7059.33	77149.39	39452.02	39096.91	951.64	163709.29
Variance	-6.66	4597.69	60000.00	0.00	-5.50	0.00	64592.19

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts		Reference
MHDC	DIRECTDEPOSIT	30/09/14	68742.50		Precept Inst 2
Monies Paid In 100139	OTH	01/10/14	612.95		Cheque Deposits
REGAL TENBURY TRUST	DIRECT DEP	01/10/14	367.00		Regal Rent
Malvern Hills District Council	DD	15/10/14	-424.00		Rates Palmers Car Park
Malvern Hills District Council	DD	15/10/14	-33.00		Rates Pavilion Burgage
Malvern Hills District Council	DD	15/10/14	-301.00		Rates Pump Rooms
Orange Payment Processing	14150120a	24/09/14	-7.38		Groundsman's Phone
Barclays	14150121	18/09/14	-10.26		Bank Charges - 13218023
Barclays	14150122	18/09/14		-5.50	Bank Charges - 63885143
Transfer to holding ACCT	FT	30/04/14	-60000.00	£ 60,000.00	Precept Inst 1
HMRC	14150123	09/10/14	-3444.90		Q2 NICS & TAX July to Sept 2013
West Mercia Supplies	14150125	26/09/14	-43.10		Photocopies 23/5/14 - 27/8/14
S J Kirkpatrick	14150126	28/09/14	-45.00		Repairs to Groundsmans Cart
Npower Ltd	14150128	25/09/14	-227.06		Electric Pump Rooms 13/06/14 - 24/09/14
Mr C. Bunn	14150129	01/10/14	-207.00		Lengthsman for September
WCC	DIRECT DEP	08/10/14	60.00		Health Works Hire Pump Rooms
Tenbury No Interest Loan Sch	14150130	02/10/14	-248.00		Donation
Tenbury Transport Trust	14150131	02/10/14	-500.00		Donation
J. H. Berry & Company	14150132	03/10/14	-50.00		Name on Chain of Office (George & Mark)
Mainstream Digital Ltd	14150133	30/09/14	-8.35		Call charges 01/09/2013 to 30/09/2013
Mainstream Digital Ltd	14150134	30/09/14	-64.76		ADSL2 quarterly rental 12/09/2014- 11/12
Herefordshire Housing Limited	14150135	01/10/14	-25.76		Clerk Lone Worker Alarm
Mrs S. Perry	14150136	12/09/14	-50.00		Re. Naval Cadets Band Mayors Parade
Monies Paid In 100140	OTH	17/10/14	688.20		Cheque Deposits
Andy's Mower Servicing	14150137	07/10/14	-150.00		Repair and Service Mowers
J G Banfield & Sons Ltd	14150139	30/09/14	-7.40		New Keys to MHDC Bins
G.E. Bright Electrical	14150140	30/09/14	-25.99		Security Lamps & Kettle for Kitchen

TRANSACTION TOTALS for OCTOBER

4597.69 60000.00 0.00 -5.50 0.00

APPROVED TRANSACTIONS - NOT YET CLEARED ACCOUNTS

Regal Tenbury Trust Ltd	05/09/14	14150124	£ 5,000.00	£ -	£ 5,000.00	APP1415018	Support Grant Installment 2
Barclaycard	11/09/14	14150127	£ 38.00	£ -	£ 38.00	APP1415018	Credit Card Transactions September 2014
Npower	10/10/14	14150138	£ 1,222.24	£ 203.70	£ 1,018.54	APP1415021	Footpath Lighting D2m & D2d 1/4/14 - 30/9/14

OCTOBER PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
A.J. Wait	22	30/09/14	14150141	£ 40.00	£ -	£ 40.00	APP1415022	Removal of Mower Engine & Strip Down
West Mercia Supplies	82496	10/10/14	14150142	£ 108.36	£ 18.06	£ 90.30	APP1415022	Photocopier Lease from 13/11/2014 to 12/02/2015
Trade Lighting	2100008526	16/10/14	14150143	£ 23.26	£ 3.88	£ 19.38	APP1415022	Meridian Light for the Regal Cinema
Npower Ltd	LGUQWH4L	16/10/14	14150144	£ 9.45	£ 1.57	£ 7.88	APP1415022	Footpath Lighting - 1/04/14 - 30/09/14
SALARY PAYMENTS OCT	October	30/10/14	M7	£ 4,270.49			M7	SALARY PAYMENTS

CURRENTLY OUTSTANDING TO END OCTOBER

£ 10,711.80 includes items not yet cleared

APPROVED CREDIT CARD PAYMENTS

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Amazon.co.uk	30/09/14		£ 50.00	£ -	£ 50.00	CC14150010	Voucher - Prize re. Wayfinding
Slam Proof Ltd	02/10/14		£ 29.10	£ 4.85	£ 24.25	CC14150011	Tension Gate Hinges Play Area
PWPTennis.com	02/10/14		£ 21.97			CC14150011	Swivel Adjusters for Tennis Nets
The Sign Builider	14/10/14		£ 89.88	£ 14.98	£ 74.90	CC14150012	No overnight Parking signs Palmers

TOTAL FOR OCTOBER BILL PAYABLE IN NOVEMBER

£ 190.95

NOVEMBER PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Malvern Hills District Council	120026651	04/03/14	DD	£ 424.00	£ -	£ 424.00	APP1415023	Rates Palmers Car Park
Malvern Hills District Council	101107255	04/03/14	DD	£ 33.00	£ -	£ 33.00	APP1415023	Rates Pavilion Burgage
Malvern Hills District Council	120048559	04/03/14	DD	£ 301.00	£ -	£ 301.00	APP1415023	Rates Pump Rooms
Orange Payment Processing			14150145	£ 7.38	£ 1.23	£ 6.15	APP1415023	Groundsmans Phone
RBL Poppy Appeal		20/10/14	14150146	£ 46.00	£ -	£ 46.00	APP1415023	2 x Remembrance Wreaths
Barclaycard	October	28/10/14	14150147	£ 190.95	£ -	£ 190.95	APP1415023	Credit Card Transactions October 2014
EZ Cleaning	15	19/10/14	14150148	£ 15.00	£ -	£ 15.00	APP1415023	Bus Shelter Cleaning

CURRENTLY OUTSTANDING TO END OCTOBER

£ 1,017.33

OVERVIEW

EXPENDITURE	2014 / 15 BUDGET APPROVED 02/12/13	2014 /15 REVISED 20/10/14	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2015	End of Year Unspent	2015/16 BUDGET Proposals	Reserves carried Forward	VARIANCE to Previous Year	INCOME	2014 / 15 BUDGET APPROVED 02/12/13	2014 /15 REVISED 20/10/14	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2015	End of Year Not Received	2015/16 BUDGET Proposals	VARIANCE to 2012/13
EXPENDITURE									INCOME							
PREMISES	39100	39980	15762	39425	555	37940		-2,040	PREMISES	8800	8800	3845	8150	-650	8650	-150
AMENITIES	31200	31700	16517	30939	761	33840		2,140	AMENITIES	4900	4900	4802	5985	1085	4895	-5
ADMINISTRATION	94610	93230	55419	93230		94270		1,040	ADMINISTRATION	13725	13725	3045	13814	89	13725	
SUBTOTAL	164910	164910	87698	163594	1316	166050		1,140	SUBTOTAL	27425	27425	11692	27949	524	27270	-155
									PRECEPT	137485	137485	137485	137485		138,780	1,295
TOTAL	164910	164910	87698	163594	1316	166050		1,140	GRAND TOTAL	164910	164910	149177	165434	524	166050	1,140

1840

PRECEPT INCREASE = **0.94%**

PREMISES

EXPENDITURE	2014 / 15 BUDGET APPROVED 02/12/13	Carried over From RESERVES	Total Budgeted Spend including reserves	2014 /15 REVISED 20/10/14	Total REVISED Budgeted Spend including reserves	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2015	End of Year Unspent	2015/16 BUDGET Proposals	VARIANCE to Previous Year	INCOME	2014 / 15 BUDGET APPROVED 02/12/13	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2014	2015/16 BUDGET Proposals	VARIANCE to Previous Year
Property Running Costs																
Pump Rooms											Pump Rooms					
Gas	1500		1500	1500	1500	258.81	1,500	-	1,500		Bookings	4000	1919	3500	4000	
Electricity	1500		1500	1500	1500	402.12	1,500	-	1,500							
Water	200		200	200	200		100	100	150	-50						
Rates	3100		3100	3100	3100	2,111.40	3,015	85	3,100							
Building Maintenance	2000		2000	3330	3330	1,606.31	3,330	-	2,000	-1,330						
Fire Extinguishers/Alarm	400		400	200	200	85.00	200	-	200							
Electrical Maintenance/Checks	200		200	200	200		200	-	200							
Boiler Maintenance	200		200	200	200		200	-	200							
Cleaning Materials/Disposables	50		50	50	50	21.22	50	-	50							#VALUE!
Wedding License	500		500	500	500		500	-	-	-500						
Project Reserves	4000		4000	4000	4000		4,000	-	4,000							
Pump Rooms	13650		13650	14780	14780	4484.86	14,595	185	12,900	-1,880						
Regal & Community Centre											Regal & Community Centre					
Building Maintenance	2500		2500	2500	2500	281.38	2,500	-	2,500		RTT Rent	4400	1835	4,400.00	4400	
Project Reserves	4000		4000	4000	4000		4,000	-	4,000							
Trust Donation	10000		10000	10000	10000	10,000.00	10,000	-	10,000							
Regal & Community Centre	16500		16500	16500	16500	10281.38	16,500	-	16,500							
Pavilion & Groundsmans Shed											Pavilion & Groundsmans Shed					
Electricity	1100		1100	1100	1100	211.88	1,100	-	1,100							
Water	200		200	200	200	92.26	100	100	150	-50						
Rates	400		400	400	400	230.70	330	70	340	-60						
Building Maintenance	500		500	500	500		500	-	500							
Electrical Maintenance	500		500	500	500	234.00	400	100	500							
Pavilion Roof Maintenance	500		500	250	250		250	-	250							
Project Reserves	2000		2000	2000	2000		2,000	-	2,000							
Pavilion & Groundsmans Shed	5200		5200	4950	4950	768.84	4,680	270	4,840	-110						
Changing Rooms											Changing Rooms					
Electricity	550		550	550	550	114.85	550	-	550		Changing Rooms Meter	400	91.00	250.00	250	-150
Water	200		200	200	200	62.19	100	100	150	-50						
Building Maintenance	500		500	500	500		500	-	500							
Electrical Maintenance	500		500	500	500	49.50	500	-	500							
Project Reserves	1000		1000	1000	1000		1,000	-	1,000							
Changing Rooms	2750		2750	2750	2750	226.54	2,650	100	2,700	-50						
Subtotal	38100		38100	38,980	38980	15761.62	38,425	555	36,940	-2,040						
Contingency Fund	1000		1000	1000	1000		1,000	-	1,000							
PREMISES	39100		39100	39,980	39980	15761.62	39,425	555	37,940	-2,040	PREMISES	8800	3845	8150	8650	-150

AMENITIES

EXPENDITURE	2014 / 15 BUDGET APPROVED 02/12/13	Carried over From RESERVES	Total Budgeted Spend including reserves	2014 /15 REVISED 20/10/14	Total REVISED Budgeted Spend including reserves	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2014	End of Year Unspent	2015/16 BUDGET Proposals	VARIANCE to Previous Year	INCOME	2014 / 15 BUDGET APPROVE D 02/12/13	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2014	2015/16 BUDGET Proposals	VARIANCE to Previous Year
Property Running Costs																
Bowling Green																
Treatment & Scarifying	1500		1500	2400	2400	45.00	2,400	-	2,500	100	Bowling Green					
											Bowling Club	560	561	561	560	
											Bowling League	560	561	561	560	
Bowling Green	1500		1500	2400	2400	45.00	2,400	-	2,500	100						
Tennis Courts											Tennis Courts					
Repair & Upkeep	1200	4500	5700	1200	5700	4974.58	5,200	500	1,500	300	Tennis Club Fees	980	982	963	980	
Project Reserves	2000		2000	2000	2000		2,000	-	2,000		Pay per Use Fees	250	92	250	250	
Tennis Courts	3200	4500	7700	3200	7700	4974.58	7,200	500	3,500	300						
Burgage											Burgage					
Grass Cutting	1900		1900	2300	2300	1,482.50	2,300	-	2,300		Bonfire	120	120	120	120	
Kyre Bank Strimming	800		800	800	800	300.00	800	-	800		Car Boot Sales	600	620	600	600	
Play Area	500		500	500	500		500	-	500							
Shrubs & Flowers	400		400	400	400	82.50	400	-	400							
Japanese Knotweed	500		500	500	500		500	-	500							
Premises License	100		100	70	70	70.00	70	-	80	10						
Honeycomb Grid for Access	2000		2000	2000	2000		2,000	-	2,000							
New Play Area Fund	2000		2000	2000	2000		2,000	-	2,000							
Burgage	8200		8200	8570	8570	1,935.00	8,570	-	8,580	10						
Palmers											Palmers					
Grass Cutting	1900		1900	2300	2300	1482.50	2,300	-	2,300		Football Club	1006	745.5	1006	1006	
Hedge Cutting				150	150		150	-	200	50	Rugby Club	614	305	614	614	
Car Park Rates	4300		4300	4300	4300	2967.00	4,239	61	4,360	60	May Fair		735	735		
Car Park - Re Paint Lines	1000		1000	1000	1000		1,000	-	-	-1,000	Skip Rent, annual.			450		
Project Reserves Skate Park	2000		2000	2000	2000		2,000	-	2,000		Scout Hut	5		5	5	
Project Reserves Car Park	4000		4000	4000	4000		4,000	-	4,000							
Palmers	13200		13200	13750	13750	4449.5	13,689	61	12,860	-890						
General Costs											Other					
Groundsman Tools	500		500	800	800	438.94	700	100	750	-50	Cemetery charges	205	80	120	200	-5
Petrol/Diesel	300		300	150	150	71.59	100	50	150							
Maintenance of Equipment	600		600	750	750	481.00	700	50	600	-150						
Maintenance Costs	1000		1000	1200	1200	869.14	1,200	-	1,200							
Tree Work	1000	3500	4500	100	3600	3,245.00	3,600	-	1,000	900						
Tree Work Reserves									1,000							
Groundsman's Training	700		700	580	580	7.50	580	-	700	120						
General Costs	4100	3500	7600	3580	7080	5113.17	6,880	200	5,400	820						
SUBTOTAL	30200	8000	38200	31500	39500	16517.25	38,739	761	32,840	340						
Contingency Fund	1000		1000	200	200		200	-	1,000	800						
AMENITIES TOTAL	31200	8000	39200	31700	39700	16517.25	38,939	761	33,840	2,140	AMENITIES	4,900	4,802	5985	4895	-5
							39,139	-	39,139							

2015/16 First Draft Budget Proposals

ADMINISTRATION

EXPENDITURE	2014 / 15 BUDGET APPROVED 02/12/13	Carried over From RESERVES	Total Budgeted Spend including reserves	2014 / 15 REVISED 20/10/14	Total REVISED Budgeted Spend including reserves	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2014	End of Year Unspent	2015/16 BUDGET Proposals	VARIANCE to Previous Year	INCOME	2014 / 15 BUDGET APPROVED 02/12/13	ACTUAL to 20 Oct 2014	PROJECTED TO END MARCH 2014	2015/16 BUDGET Proposals	VARIANCE to Previous Year
Petty Cash	200		200	200	200	100.00	200		200							
Telephone/Broadband	600		600	600	600	285.49	600		600							
Stationery & Misc.	450		450	300	300	53.00	300	-	300							
Photocopying	450		450	600	600	449.15	600	-	600							
Lone Worker Alarm	160		160	120	120	79.08	120	-	120							
Computer & software	300		300	210	210		210	-	300	90						
	2160		2160	2030	2030	966.72	2,030	-	2,120	90						
Council Running Costs																
Audit etc.	1500		1500	600	600	600.00	600	-	750	150	Recovered VAT	9000	1994.67	9000	9000	
Internal Auditors Fee	200		200	200	200	200.00	200	-	250	50	Wayleaves	45	46.38	45	45	
Elections	700		700	700	700		700	-	700		Interest on A/Cs	20		20	20	
Fees (Legal)	1000		1000	1000	1000		1,000	-	1,000		Hereford and Worcester A/C	10		10	10	
Memberships CALC/SLCC	1200		1200	1200	1200	1,050.33	1,200	-	1,200							
Training Courses	500		500	500	500	414.90	500	-	500							
Travel Allowances	200		200	200	200	78.00	200	-	200							
Insurance (all buildings)	5500		5500	5500	5500	5,448.05	5,500	-	5,500							
Employers Nat. Ins	4500		4500	4500	4500	2,132.62	4,500	-	4,500							
	15300		15300	14400	14400	9923.9	14,400	-	14,600	200						
Community Services																
Street Lighting	2500		2500	2500	2500	1,026.42	2,500	-	2,500							
Hanging Baskets	1000		1000	1000	1000	1,813.65	1,000	-	1,000		Hanging Baskets	1,000.00	1,089.00	1089	1000	
Bus shelter, maintenance/cleaning	400		400	200	200	100.00	200	-	200							
Flood Clean Up Reserves									1,000	1,000						
	3900		3900	3700	3700	2940.07	3,700	-	4,700	1,000						
Donations																
Tenbury in Bloom	150		150	150	150	150.00	150	-	150							
Tenbury Tourism	350		350	350	350	350.00	350	-	350							
Tenbury CAB	1000		1000	1000	1000	1,000.00	1,000	-	1,000							
Tenbury CoT Christmas Lights	500		500	500	500	500.00	500	-	500							
Tenbury Transport Trust									500	500						
	2000		2000	2000	2000	2000	2,000	-	2,500	500						
Promotion																
Advertising	1000		1000	850	850	452.00	850	-	1,000	150						
Web Site/Digital Screen	150		150	150	150		150	-	150							
	1150		1150	1000	1000	452	1,000	-	1,150	150						
Loans																
Public Works Loan Board(all loans)	3950		3950	3950	3950	1,970.83	3,950	-	2,800	-1,150						
	3950		3950	3950	3950	1970.83	3,950	-	2,800	-1,150						
Payback Schemes																
Lengthsman	3000		3000	3000	3000	1,265.00	3,000	-	3,000		Lengthsman	3000	856.75	3000	3000	
Footpaths	500		500	500	500		500	-	500		Footpaths	500		500	500	
Rate Relief	150		150	150	150	147.61	150	-	150		Rate Relief	150	147.61	150	150	
	3650		3650	3650	3650	1412.61	3,650	-	3,650							
	32110		32110	30730	30730	19666.13	30,730	-	31,520	790						
Bank Charges				250	250	119.79	250	-	250							
Contingency Fund	1000		1000	750	750	542.00	750	-	1,000	250						
ADMIN SUB TOTAL	33110		33110	31730	31730	20327.92	31,730	-	32,770	1,040						
WAGES/ALLOWANCES																
Civic Function Fund	1500		1500	1500	1500	755.40	1,500	-	1,500							
SALARIES	60000		60000	60000	60000	34,335.89	60,000	-	60,000							
WAGES/ALLOWANCES TOTAL	61500		61500	61500	61500	35091.29	61,500	-	61,500							
ADMIN GRAND TOTAL	94610		94610	93230	93230	55419.21	93,230	-	94,270	1,040	ADMIN GRAND TOTAL	13,725.00	3,045.41	13814	13725	