

TENBURY TOWN COUNCIL 2014/15 FS07

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **Monday 15<sup>th</sup> December 2014 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

**PRESENT:** Cllr S. Corfield, Cllr M. Drummond, Cllr J. Morgan, Cllr S. Bowkett, Cllr M. Willis(Mayor)

**IN ATTENDANCE:** Town Clerk

**APOLOGIES:** Cllr G. Price (Chair), Cllr E. Weston (Deputy Chair) Cllr da Costa

**In the absence of both Chair and Deputy Chair, Cllr Corfield was nominated to chair the meeting.**

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

Apologies had been received from Cllr da Costa, Cllr Price and Cllr E. Weston.

**RESOLVED** that apologies and reasons for absence be accepted.

**7.2 Declarations of Interest**

None

**7.3 Public Participation**

None

**7.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 24<sup>th</sup> November 2014.**

The minutes of the meeting, held on 24<sup>th</sup> November 2014, were confirmed and signed by the Chairman as a true and correct record of proceedings.

**7.5 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.

**7.6 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.

**7.7 To approve the Monthly Accounts for December 2014 and the Outstanding Accounts for January 2015 for recommendation to Full Council.**

Attached Appendix B.

**RESOLVED** that the Monthly Accounts for December 2014 and any Outstanding Accounts for January 2015 be approved and so presented for ratification by Full Council

**7.8 Correspondence**

None

**7.9 Councillors' reports and items for future agenda.**

None

Meeting closed at 7:31 pm

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PREMISES							PREMISES					
EXPENDITURE	Re Forecast Budget 20/10/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Dec-14	Jan-15	DATE			2014-15	Dec-14	Jan-15	TO DATE	
<b>Pump Rooms</b>							<b>Pump Rooms</b>					
Gas	1500	1500	552.36	552.36	37%	1,300.00	Bookings	4000	2756.4	2756.4	69%	3500
Electricity	1500	1500	402.12	402.12	27%	1,100.00						
Water	200	200				100.00						
Rates	3100	3100	2,713.40	3,014.40	97%	3,015.00						
Building Maintenance	3330	3330	1,854.81	1,854.81	56%	3,330.00						
Fire Extinguishers/Alarm	200	200	85.00	85.00	43%	200.00						
Electrical Maintenance/Checks	200	200	13.20	13.20	7%	200.00						
Boiler Maintenance	200	200	115.00	115.00	58%	200.00						
Cleaning Materials/Disposables	50	50	21.22	21.22	42%	50.00						
Wedding License	500	500	500.00	500.00	100%	500.00						
Project Reserves	4000	4000	4,000.00	4,000.00	100%	4,000.00						
<b>Pump Rooms</b>	<b>14780</b>	<b>14780</b>	<b>10,257.11</b>	<b>10,558.11</b>	<b>71%</b>	<b>13,995.00</b>		<b>4,000.00</b>	<b>2756.4</b>	<b>2756.4</b>	<b>69%</b>	<b>3500</b>
<b>Regal</b>							<b>Regal &amp; C.Centre</b>					
Building Maintenance	2500	2500	1,510.38	1,510.38	60%	2,500.00						
Project Reserves	4000	4000	4,000.00	4,000.00	100%	4,000.00	Rent	4400	2,569.00	2,936.00	67%	4,400.00
RTT Grant Donation	10000	10000	10,000.00	10,000.00	100%	10,000.00						
<b>Regal</b>	<b>16500</b>	<b>16500</b>	<b>15,510.38</b>	<b>15510.38</b>	<b>94%</b>	<b>16,500.00</b>		<b>4400</b>				
<b>Pavilion &amp; Groundsmans Shed</b>												
Electricity	1100	1100	290.92	290.92	26%	1,100.00						
Water	200	200	92.26	92.26	46%	100.00						
Rates	400	400	296.70	329.70	82%	330.00						
Building Maintenance	500	500				500.00						
Electrical Maintenance	500	500	234.00	234.00	47%	400.00						
Pavilion Roof Maintenance	250	250				250.00						
Project Reserves	2000	2000	2,000.00	2,000.00	100%	2,000.00						
<b>Pavilion &amp; Shed</b>	<b>4950</b>	<b>4950</b>	<b>2,913.88</b>	<b>946.88</b>	<b>19%</b>	<b>4,680.00</b>		<b>-</b>				
<b>Changing Rooms</b>												
Electricity	550	550	232.57	232.57	42%	550.00	Changing Rooms Meter	400	91.00	91.00	23%	250.00
Water	200	200	115.63	115.63	58%	170.00						
Building Maintenance	500	500	22.34	22.34	4%	500.00						
Electrical Maintenance	500	500	49.50	49.50	10%	500.00						
Project Reserves	1000	1000	1,000.00	1,000.00	100%	1,000.00						
<b>Changing Rooms</b>	<b>2750</b>	<b>2750</b>	<b>1,420.04</b>	<b>1,420.04</b>	<b>52%</b>	<b>2,720.00</b>		<b>400.00</b>				<b>300</b>
	<b>38980</b>	<b>38980</b>	<b>30,101.41</b>	<b>28,435.41</b>	<b>73%</b>	<b>37,895.00</b>						
<b>Contingency Fund</b>	1000	1000				1,000.00						
<b>PREMISES TOTAL</b>	<b>39980</b>	<b>39980</b>	<b>30101.41</b>	<b>28435.41</b>	<b>71%</b>	<b>38895</b>	<b>PREMISES TOTAL</b>	<b>8800</b>	<b>5416.4</b>	<b>5783.4</b>	<b>66%</b>	<b>8150</b>

AMENITIES							AMENITIES						
EXPENDITURE	Re Forecast Budget 20/10/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	
	2014-15	2014-15	Dec-14	Jan-15				2014-15	Dec-14	Jan-15			
<b>Bowling Green</b>													
Treatment & Scarifying	2400	2400	2,235.00	2,235.00	93%	2,400.00	Bowling Club	560	561.00	561.00	100%	561.00	
							Bowling League	560	561.00	561.00	100%	561.00	
							Pay per Use Fees						
	<b>2,400.00</b>	<b>2,400.00</b>	2,235.00	2,235.00	93%	2,400.00		<b>1,120.00</b>	<b>1,122.00</b>	<b>1,122.00</b>	100%	<b>1,122.00</b>	
<b>Tennis Courts</b>													
Repair & Upkeep	1200	5700	4,996.55	4,996.55	88%	5,200.00	Tennis Club Fees	980	982.00	982.00	100%	982.00	
Tennis Courts Project Reserves	2000	2000	2,000.00	2,000.00	100%	2,000.00	Pay per Use Fees	250	102.00	102.00	41%	150.00	
	<b>3,200.00</b>	<b>7,700.00</b>	6,996.55	6,996.55	91%	7,200.00		<b>1,230.00</b>	1,084.00	1,084.00	88%	1,132.00	
<b>Burgage</b>													
Grass Cutting	2300	2300	2,193.75	2,193.75	95%	2,300.00	Bonfire	120	120.00	120.00	100%	120.00	
Kyre Bank Strimming	800	800	600.00	600.00	75%	800.00							
Play Area	500	500	145.85	145.85	29%	500.00	Car Boot Sales	600	620.00	620.00	103%	620.00	
Shrubs & Flowers	400	400	422.50	422.50	106%	400.00							
Japanese Knotweed	500	500	500.00	500.00	100%	500.00							
Premises License	70	70	70.00	70.00	100%	70.00							
Honeycomb Grid for Access	2000	2000	2,000.00	2,000.00	100%	2,000.00							
New Play Area Fund	2000	2000	2,000.00	2,000.00	100%	2,000.00		720	740.00	740.00	103%	740.00	
	<b>8,570.00</b>	<b>8,570.00</b>	<b>7,932.10</b>	<b>7,932.10</b>	93%	8,570.00							
<b>Palmers</b>													
Grass Cutting	2300	2300	2193.75	2193.75	95%	2300.00	Football Club	1006	997.00	997.00	99%	1,006.00	
Hedge Cutting	150	150	100.00	100.00	67%	150.00	Rugby Club	614	458.50	458.50	75%	614.00	
Car Park Rates	4300	4300	3815.00	4239.00	99%	4239.00	May Fair		735.00	735.00		735.00	
Repainting of Carpark Lines	1000	1000	1000.00	1000.00	100%	1,000.00	Scout Hut	5	5.00	5.00	100%	5.00	
Project Reserves Skate Park	2000	2000	2000.00	2000.00	100%	2,000.00	Skip Rent, annual.		450.00	450.00		450.00	
Project Reserves Car Park	4000	4000	4000.00	4000.00	100%	4,000.00							
	<b>13,750.00</b>	<b>13,750.00</b>	13,108.75	7,532.75	55%	13,689.00		<b>1,625.00</b>	<b>2,645.50</b>	<b>2,645.50</b>	163%	<b>2,810.00</b>	
<b>General Costs</b>													
Groundsman Tools	800	800	780.19	780.19	98%	700.00	Cemetery charges	205	80.00	80.00	39%	120.00	
Petrol/Diesel	150	150	91.05	91.05	61%	100.00							
Maintenance of Equipment	750	750	611.00	611.00	81%	700.00							
Maintenance Costs	1200	1200	953.69	953.69	79%	1,200.00							
Tree Work	100	3600	3,245.00	3,245.00	90%	3,600.00							
Groundsman Training	580	580	7.50	7.50	1%	580.00		205	80.00	80.00	39%	120.00	
	<b>3,580.00</b>	<b>7,080.00</b>	<b>5,688.43</b>	<b>5,688.43</b>	80%	6,880.00							
	<b>31,500.00</b>	<b>39,500.00</b>	<b>35,960.83</b>	<b>30,384.83</b>	77%	<b>38,739.00</b>		4,900.00	<b>5,671.50</b>	<b>5,671.50</b>	116%	<b>6,224.00</b>	
<b>Contingency Fund</b>	200	200				200.00							
<b>AMENITIES TOTAL</b>	<b>31700</b>	<b>39700</b>	<b>35960.83</b>	<b>30384.83</b>	<b>77%</b>	<b>38939</b>	<b>AMENITIES TOTAL</b>	<b>4900</b>	<b>5671.5</b>	<b>5671.5</b>	<b>116%</b>	<b>6224</b>	

ADMINISTRATION							ADMINISTRATION					
EXPENDITURE	Re Forecast Budget 04/10/13	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Dec-14	Jan-15				2014-15	Dec-14	Jan-15		
Petty Cash	200	200	175.00	175.00	88%	200.00						
Telephone/Broadband	600	600	362.98	369.13	62%	600.00						
Stationery & Misc.	300	300	53.00	53.00	18%	300.00						
Photocopying	600	600	487.44	525.73	88%	600.00						
Lone Worker Alarm	120	120	79.08	79.08	66%	120.00						
Computer & software	210	210	24.00	24.00	11%	210.00						
	<b>2030</b>	<b>2030</b>	1,181.50	1225.94	60%	2,030.00						
<b>Council Running Costs</b>												
Audit etc.	600	600	600.00	600.00	100%	600.00	Recovered VAT	9000	1,994.67	1,994.67	22%	9,000.00
Internal Auditors Fee	200	200	200.00	200.00	100%	200.00	Wayleaves	45	46.38	46.38		46.38
Elections	700	700	700.00	700.00	100%	700.00				5.00		5.00
Fees (Legal)	1000	1000				1,000.00	Interest on A/Cs	20				20.00
Memberships CALC/SLCC	1200	1200	1,050.33	1,050.33	88%	1,200.00	Hereford and Worcester A	10				10.00
Training Courses	500	500	444.90	444.90	89%	500.00						
Travel Allowances	200	200	78.00	78.00	39%	200.00						
Insurance (all buildings)	5500	5500	5,448.05	5,448.05	99%	5,500.00						
Employers Nat.Ins	4500	4500	2,132.62	3,153.53	70%	4,500.00						
	<b>14400</b>	<b>14400</b>	10,653.90	11674.81	81%	14,400.00		<b>9075</b>	<b>2041.048</b>	<b>2046.048</b>	23%	<b>9081.38</b>
<b>Community Services</b>												
Street Lighting	2500	2500	1,026.42	1,026.42	41%	2,500.00						
Hanging Baskets	1000	2000	1,813.65	1,813.65	91%	1,000.00	Hanging Baskets	1000	550.00	550.00	55%	1000
Bus shelter, maintenance/cleaning	200	200	130.00	130.00	65%	200.00						
	<b>3700</b>	<b>4700</b>	2970.07	2970.07	63%	3,700.00		<b>1000</b>	550.00	550.00	55%	<b>1000</b>
<b>Donations</b>												
Tenbury in Bloom	150	150	150.00	150.00	100%	150.00						
Tenbury Tourism	350	350	350.00	350.00	100%	350.00						
Tenbury CAB	1000	1000	1,000.00	1,000.00	100%	1,000.00						
Tenbury CoT Christmas Lights	500	500	500.00	500.00	100%	500.00						
	<b>2000</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>	100%	2,000.00						
<b>Promotion</b>												
Advertising	850	850	452.00	452.00	53%	850.00						
Web Site/Digital Screen	150	150				150.00						
	<b>1000</b>	<b>1000</b>	452	452	45%	1,000.00						
<b>Loans</b>												
Public Works Loan Board(all loans)	3950	3950	3,941.66	3,941.66	100%	3,950.00						
	<b>3950</b>	<b>3950</b>	3941.66	3941.66	100%	3,950.00						
<b>Payback Schemes</b>												
Lengthsman	3000	3000	1,690.50	1,690.50	56%	3,000.00	Lengthsman	3000	1,472.00	1,472.00	49%	3,000.00
Footpaths	500	500	500.00	500.00	100%	500.00	Footpaths	500				500.00
Rate Relief	150	150	147.61	147.61	98%	150.00	Rate Relief	150	147.61	147.61	98%	150.00
	<b>3650</b>	<b>3650</b>	2338.11	2338.11	64%	3,650.00		3650	1619.61	1619.61	44%	3650
	<b>30,730.00</b>	<b>31,730.00</b>	23,537.24	24,602.59	78%	30,730.00						
Bank Charges	250	250	148.25	148.25	59%	250.00						
<b>Contingency Fund</b>	750	750	798.00	798.00	106%	750.00			4210.66	4215.66	31%	13,731.38
<b>ADMIN SUB TOTAL</b>	<b>31,730.00</b>	<b>32,730.00</b>	24,483.49	25,548.84	78%	31,730.00						

ADMINISTRATION						ADMINISTRATION						
<b>WAGES/ALLOWANCES</b>												
Mayors Allowance	1500	1500	895.40	895.40	60%	1,500.00						
SALARIES	60000	60000	43,047.23	45,303.56	76%	60,000.00						
WAGES/ALLOWANCES TOTAL	<b>61500</b>	<b>61500.00</b>	43942.63	46198.96	75%	61500.00						
<b>ADMIN GRAND TOTAL</b>	93230	<b>94230</b>	<b>68426.12</b>	<b>71747.8</b>	<b>76%</b>	<b>93230</b>	<b>ADMIN GRAND TOTA</b>	<b>13725</b>	<b>4210.658</b>	<b>4215.658</b>	<b>31%</b>	<b>13731.38</b>

OVERVIEW							OVERVIEW					
EXPENDITURE	2013/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	% of Budget Reached TO DATE	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	BUDGET	2014-15	Dec-14	Jan-15				Dec-14	Jan-15			
PREMISES	39,980.00	39980	30,101.41	28,435.41	71%	38,895.00	PREMISES	8800	<b>5,416.40</b>	<b>5,783.40</b>	66%	<b>8,150.00</b>
AMENITIES	31,700	39700	35,960.83	30,384.83	77%	38,939.00	AMENITIES	4900	<b>5,671.50</b>	<b>5,671.50</b>	116%	<b>6,224.00</b>
ADMINISTRATION	93,230	94230	68,426.12	71,747.80	76%	93,230.00	ADMINISTRATION	13725	4,210.66	4,215.66	31%	<b>13,731.38</b>
SUBTOTAL	164910	173910	134,488.36	130,568.04	75%	171,064.00	SUBTOTAL	27425	15,298.56	15,670.56	57%	<b>28,105.38</b>
							PRECEPT	122457	122,456.70	122,456.70	100%	<b>122,456.70</b>
							Parish Grant	15028	15,028.30	15,028.30	100%	<b>15,028.30</b>
<b>GRAND TOTAL</b>	<b>164910</b>	<b>173910</b>	<b>134,488</b>	<b>130,568</b>	<b>75%</b>	<b>171,064.00</b>	<b>GRAND TOTAL</b>	<b>164910</b>	<b>153053.816</b>	<b>138127.26</b>	<b>84%</b>	<b>165,590.38</b>

**Tenbury Town Council Bank Accounts Summary as at**

15/12/2014

**Appendix B**

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
Balance at 24/11/2014 (cash at bank and in hand)	4.86	1062.22	50949.39	60652.02	39091.41	951.64	152706.68
Balance at 15/12/2014 (cash at bank and in hand)	42.36	16554.83	27449.39	56177.46	39085.91	951.64	140219.23
Variance	37.50	15492.61	-23500.00	-4474.56	-5.50	0.00	-12487.45

**APPROVED TRANSACTIONS - CLEARED ACCOUNTS**

Payee	Payment Ref	Date	Amounts		Reference		
WCC	DDEP	25/11/14	207.00		Lengthsman for October		
Transfer from holding ACCT	FT	25/11/14	6000.00	-6000.00	Funds Transfer		
SALARY PAYMENTS NOV	M8	27/11/14	-4272.69		SALARIES M8		
MTM Contracting Ltd	14150163	28/11/14	-2067.00		Mowing Kyre Banks & Bowling Green Treat		
G.E. Bright Electrical	14150164	28/11/14	-15.84		2 Fluorescent Tubes and one Starter for Pu		
Regal Tenbury Trust Ltd	DDEP	01/12/14	367.00		Regal Rent		
Barclays	14150166	05/12/14	-8.25		Bank Charges - 13218023		
Barclays	14150167	05/12/14		-5.50	Bank Charges - 63885143		
Petty Cash	14150183	09/12/14	-75.00		Petty Cash Top Up		
Orange Payment Processing	14150165	10/12/14	-7.38		Groundsman's Phone		
EZ Cleaning	14150171	10/12/14	-15.00		Bus Shelter Cleaning November		
Mr C. Bunn	14150172	10/12/14	-218.50		Lengthsman for November		
NJS Heating Services Ltd	14150173	10/12/14	-138.00		Pump Rooms Boiler Servicing		
Mr P. Bevis	14150174	10/12/14	-500.00		Footpath Maintenance 2014-15		
Eardiston Sawmill	14150177	10/12/14	-145.92		Play Area replacement pencils.		
Andys Mower Services	14150178	10/12/14	-130.00		Winter Mower Servicing & Equipment chec		
J G Banfield & Sons Ltd	14150182	10/12/14	-2.80		Clips to secure tools in shed		
WORCS CALC	14150184	10/12/14	-30.00		Clerk CILCA Training 2		
UK Fuels Ltd	14150179	10/12/14	-6.15		Petrol for leaf blower		
Transfer from holding ACCT	FT	10/12/14	7000.00	-7000.00	Funds Transfer		
Avonmore	14150169	11/12/14	-2628.00		Bowling Green Autumn Works		
Public Works Loan Board	14150168	12/12/14	-1970.83		Bi Annual Loan Repayment 2		
Malvern Hills District Council	DD	15/12/14	-424.00		Rates Palmers Car Park		
Malvern Hills District Council	DD	15/12/14	-33.00		Rates Pavilion Burgage		
Malvern Hills District Council	DD	15/12/14	-301.00		Rates Pump Rooms		
Mainstream Digital Ltd	14150180	15/12/14	-66.59		Quarterly Rental 14/11/14 to 13/02/15 & C		
Transfer from holding ACCT	FT		10500.00	-10500.00	Funds Top Up		
Transfer from Reserves ACCT	FT		4474.56	-4474.56	Play Area Deposit		
<b>TRANSACTION TOTALS for NOVEMBER/DECEMBER</b>			<b>15492.61</b>	<b>-23500.00</b>	<b>-4474.56</b>	<b>-5.50</b>	<b>0.00</b>

**DECEMBER PAYMENTS CURRENTLY AWAITING CLEARANCE**

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Sovereign Design Play System	63025	10/12/14	14150185	£ 4,474.56	£ 745.76	£ 3,728.80	APP1415030	New Play Area 20% Deposit from Reserves
West Mercia Supplies	182796	04/12/14	14150189	£ 45.95	£ 7.66	£ 38.29	APP1415030	Photocopy Charges 27/08/14 - 26/11/14
Eardiston Sawmill Ltd	798	10/12/14	14150190	£ 298.20	£ 49.70	£ 248.50	APP1415030	Supply & Fix Trellis
SALARY PAYMENTS DEC	November	18/12/14	M9	£ 4,247.01	£ -	£ 4,247.01	M9	SALARY PAYMENTS
British Gas Business	460129502	02/12/14	14150181	£ 308.22	£ 14.67	£ 293.55	APP1415029	Gas - Pump Rooms 28/08/14 to 28/11/14
British Gas Business	68831583/1	03/09/14	14150188	£ 71.39	£ 3.40	£ 67.99	APP1415030	Electricity Sports Changing Rooms - 01/05/14 to 31/10/14
Npower Ltd	1414681012002	05/12/14	14150186	£ 52.34	£ 2.61	£ 49.73	APP1415030	Electricity Sports Changing Rooms - 31/07/14 to 16/11/14
Npower Ltd	1417381012001	05/12/14	14150187	£ 82.99	£ 3.95	£ 79.04	APP1415030	Electricity Sports Pavilion Rooms - 31/07/14 to 01/11/14
F Powell & Co	7389	20/11/14	14150170	£ 5,940.00	£ 990.00	£ 4,950.00	APP1415027	Electric Roller Screen for Regal Cinema
OA Taylor & Sons Bulbs Ltd	409121	24/11/14	14150175	£ 408.00	£ 68.00	£ 340.00	APP1415028	Bulbs for Civic Garden
Barclaycard	November	28/11/14	14150176	£ 430.50	£ -	£ 430.50	APP1415028	Credit Card Transactions November 2014

**CURRENTLY OUTSTANDING TO END DECEMBER £ 16,359.16**
**APPROVED CREDIT CARD PAYMENTS**

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Mad4Mowers	21/11/14		£ 406.50	£ 65.25	£ 341.25	CC14150014	Stihl Backpack Blower
Soda Pdf	21/11/14		£ 24.00	£ -	£ 24.00	CC14150015	pdf software

**TOTAL FOR NOVEMBER BILL PAYABLE IN DECEMBER £ 430.50**
**JANUARY PAYMENTS CURRENTLY AWAITING APPROVAL**

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Malvern Hills District Council	120026651	04/03/13	DD	£ 424.00	£ -	£ 424.00	APP1415031	Rates Palmers Car Park
Malvern Hills District Council	101107255	04/03/13	DD	£ 33.00	£ -	£ 33.00	APP1415031	Rates Pavilion Burgage
Malvern Hills District Council	120048559	04/03/13	DD	£ 301.00	£ -	£ 301.00	APP1415031	Rates Pump Rooms
Orange Payment Processing			14150191	£ 7.38	£ 1.23	£ 6.15	APP1415031	Groundsman's Phone
HMRC	Q3	06/01/14	14150193	£ 3,277.24	£ -	£ 3,277.24	APP1415031	Q3 NICS & TAX Oct to Dec 2014

**CURRENTLY OUTSTANDING TO END JANUARY £ 4,042.62**