

TENBURY TOWN COUNCIL 2015/16 FS02

Minutes of the **FINANCE AND STAFFING GROUP** meeting held on **MONDAY 29th June 2015** at **7:50 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr S Bowkett, Cllr M Davies, Cllr J Fielder (Deputy Chair), Cllr J Morgan, Cllr D Patrick, Cllr S Perry, Cllr E Weston (Chair),

APOLOGIES: Cllr M. Willis (Mayor)

IN ATTENDANCE: Town Clerk, Admin Assistant

2.1 Apologies. To consider the acceptance of apologies for absence from Councillors
Apologies had been received from Cllr M. Willis (Mayor)

RESOLVED that apologies be accepted.

2.2 Declarations of Interest.

None

2.3 Public Participation

None

2.4 To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 26th May 2015.

The Minutes of the previous meeting held on 26th May 2015 were approved and signed by the Chairman as a true and correct record of proceedings.

2.5 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 accepted.

2.6 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.

2.7 To approve the Monthly Accounts for June 2015 and the Outstanding Accounts for July 2015 for recommendation to Full Council.

Attached Appendix B

RESOLVED that the Monthly Accounts to June 2015 and any Outstanding Accounts for July 2015 be approved and so presented for ratification by Full Council.

Cllr Patrick asked if the accounts could be received a little earlier in future and felt that perhaps the timing of meetings should be amended so that a completed month of accounts could be considered. It was agreed that this should be put on the next Full Council agenda for further discussion.

2.8 To appoint members to a task and finish group to finalise proposals for staff pension provision.

RESOLVED that Cllr Patrick and Cllr Weston would take on this task and report further to the next meeting.

2.9 To consider investigation into reducing the burning hours of Council managed streetlights in the town.

Members felt this would be worth investigating but that the inventory of all streetlights should first be updated so that base data was correct. There were concerns that many of the older lights might not be able to be changed or might indeed need replacement. It was noted that Cllr Drummond was responsible for this area on the Facilities Committee.

RESOLVED that Cllr M Drummond be asked to work with the Clerk to update the inventory of streetlights and investigate to possibility of reducing burning hours and report on any likely cost savings

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2.10 Correspondence

None

2.11 Councillors' reports and items for future agenda

None.

Meeting closed at 8:15 pm

Signed

Dated

FACILITIES							FACILITIES				
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE
	2015-16	2015-16	2015-16	Jun-15	Jul-15			2015-16	May-15	Jun-15	
The Burgage											
Grass Cutting	2300		2300	330.00	330.00	14%	Bonfire	120			
Kyre Bank Strimming	800		800								
Play Area	500		500	30.00	30.00	6%	Car Boot Sales	600	320.00	800.00	133%
Shrubs & Flowers	400		400								
Japanese Knotweed	500		500								
Premises License	80		80	70.00	70.00	88%					
Honeycomb Grid for Access	2000	11750	13750	11,750.00	11,750.00	85%					
	6580	11750	18330	12180	12180	66%		720	320	800	111%
Bowling Green											
Treatment & Scarifying	1500		1500	50.00	50.00	3%	Bowling Club	572			
							Bowling League	572			
							Pay per Use Fees				
	1500		1500	50	50	3%		1144			
Tennis Courts											
Repair & Upkeep	1500	750	2250	750.00	750.00	33%	Tennis Club Fees	1002			
Tennis Courts Project Reserves	4000		4000				Pay per Use Fees	150	8.00	38.00	25%
	5500	750	6250	750	750	12%		1152	8	38	3%
Pavilion & Groundsmans Shed											
Electricity	1100		1100								
Water	150		150	95.18	95.18	63%					
Rates	340		340	98.00	132.00	39%					
Building Maintenance	500		500								
Electrical Maintenance	500		500								
Pavilion Roof Maintenance	250		250								
Project Reserves	2000		2000								
	4840		4840	193.18	227.18	5%		-			
THE BURGAGE	18420	12500	30920	13,173.18	13,207.18	43%	THE BURGAGE	3,016.00	328	838	28%
General Costs											
Groundsman Tools	750		750	677.49	714.23	95%	Cemetery charges	200			
Petrol/Diesel	150		150	26.28	26.28	18%					
Maintenance of Equipment	600		600	70.00	70.00	12%					
Maintenance Costs	1200		1200	94.87	215.16	18%					
Tree Work	1000		1000	225.00	225.00	23%					
Tree Reserves	1000		1000								
Groundsman Training	700		700								
	5400		5400	1093.64	1250.67	23%		200	-	-	
Subtotal	69,200.00	16250	85450	26133.16	30084.17	35%		14451	2432	4302	30%
Contingency Fund	2000		2000								
FACILITIES TOTAL	71200	16250	87450	26133	30084	34%	FACILITIES TOTAL	14451	2432	4302	30%

ADMINISTRATION							ADMINISTRATION				
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE
	2015-16	2015-16	2015-16	Jun-15	Jul-15			2015-16	May-15	Jun-15	
Petty Cash	200		200	200.00	700.00	350%					
Telephone/Broadband	600		600	73.38	79.53	13%					
Stationery & Misc.	300		300	29.64	60.41	20%					
Photocopying	600		600	90.30	160.16	27%					
Lone Worker Alarm	120		120	28.21	28.21	24%					
Computer & software	300		300								
	2,120.00	-	2120	421.53	1,028.31	49%		-			
Council Running Costs							Council Running Costs				
Audit etc.	750		750				Recovered VAT	9000			
Internal Auditors Fee	250		250	150.00	150.00	60%	Wayleaves	45			
Elections	700		700								
Fees (Legal)	1000		1000				Interest on A/Cs	20			
Memberships CALC/SLCC	1200		1200	925.64	925.64	77%	Hereford and Worcester A/C	10			
Training Courses	500		500	146.77	221.77	44%					
Travel Allowances	200		200								
Insurance (all buildings)	5500		5500	5,819.65	5,819.65	106%					
Bank Charges	250		250								
Employers Nat.Ins	4500		4500		1,084.10	24%					
	14850		14850	7042.06	8201.16	55%		9075			
Community Services							Community Services				
Street Lighting	2500		2500								
Hanging Baskets	1000		1000		1,881.45	188%	Hanging Baskets	1000	330.00	860.00	86%
Bus shelter, maintenance/cleaning	200		200	30.00	30.00	15%					
Flood Clean Up Reserves	1000		1000	30.00	30.00	3%					
	4,700.00	-	4700	60.00	1,941.45	41%		1,000.00	330.00	860.00	86%
Donations							Donations				
Tenbury in Bloom	150		150		150.00	100%					
Tenbury Tourism	350		350		350.00	100%					
Tenbury CAB	1000		1000								
Tenbury CoT Christmas Lights	500		500		500.00	100%					
Tenbury Transport Trust	500		500		500.00	100%					
	2500		2500		1500	60%					
Promotion							Promotion				
Advertising	1000		1000	40.00	40.00	4%					
Web Site	150		150								
	1,150.00	-	1150	40.00	40.00	3%					
Loans							Loans				
Public Works Loan Board(all loans)	2701		2701	1,970.83	1,970.83	73%					
	2701		2701	1970.83	1970.83	73%					

ADMINISTRATION							ADMINISTRATION				
Payback Schemes							Payback Schemes				
Lengthsman	3000	3000	437.00	437.00	15%	Lengthsman	3000		212.75	7%	
Footpaths	500	500				Footpaths	500				
Rate Relief	150	150	150.98	150.98	101%	Rate Relief	150				
	3650	3650	587.98	587.98	16%		3650		212.75	6%	
SUB TOTAL	31671	31671	10122.4	15269.73	48%	SUB TOTAL	13725	330.00	1072.75	8%	
Contingency Fund	1000	1000		500.00	50%						
ADMIN SUB TOTAL	32671	32671	10122.4	15769.73	48%	ADMIN SUB TOTAL	13725	330	1073	8%	
WAGES/ALLOWANCES							WAGES/ALLOWANCES				
Mayors Allowance	1500	1500	60.00	60.00	4%						
SALARIES	62000	62000	13,962.08	16,166.49	26%						
WAGES/ALLOWANCES TOTAL	63500	63500	14022.08	16226.49	26%						
ADMIN GRAND TOTAL	96171	96171	24144.48	31996.22	33%	ADMIN GRAND TOTAL	13725	330	1072.75	8%	

OVERVIEW							OVERVIEW				
EXPENDITURE	2013/14	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE
	BUDGET	2015-16	2015-16	Jun-15	Jul-15			2015-16	May-15	Jun-15	
FACILITIES	71200	16250	87450	26,133.16	30,084.17	34%	FACILITIES	14451	2,432.00	4,302.00	30%
ADMINISTRATION	96171		96171	24,144.48	31,996.22	33%	ADMINISTRATION	13725	330.00	1,072.75	8%
SUBTOTAL	167371	16250	183621	50278	62080	34%	SUBTOTAL	28176	2,762.00	5,374.75	19%
							PRECEPT	127142	63,571.00	63,571.00	50%
							Parish Grant	12053	6,026.50	6,026.50	50%
GRAND TOTAL	167371	16250	183621	50278	62080	34%	GRAND TOTAL	167371	72360	68946	41%

Tenbury Town Council Bank Accounts Summary as at

22/06/2014

Financial Year ending 31/3/16	CURRENT	RESERVES			WCC	TOTALS
	UNITY TRUST	UNITY TRUST	Alto Card Petty Cash	Barclay Card	Deposit A/C	
Balance at 22/05/2015 (cash at bank and in hand)	65397.14	60148.85	198.13	-133.29	953.46	126564.29
Balance at 22/06/2015 (cash at bank and in hand)	45573.56	60148.85	172.05	-133.29	953.46	106714.63
Variance	-19823.58	0.00	-26.08	0.00	0.00	-19849.66

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts	Reference				
L Renshaw	1511816	26/05/15	36.00	Pump Rooms Hire				
B/P to: WestMerciaSupplie:	1516022	26/05/15	-108.36	Photocopier Lease 13.5.15 to 12.8.15				
B/P to: IronmongeryDirect	1516023	26/05/15	-142.80	2 x Weatherboards to Main Doors of Pump Rooms				
B/P to: NJS Heating	1516024	26/05/15	-102.00	Supply & installation Pilot Assembly to Boiler				
B/P to: MTM ContractingLti	1516025	26/05/15	-14100.00	Burage Entrance Works				
B/P to: G. Walden	1516026	26/05/15	-750.00	Cleaning & Moss Treatment of 3 Tennis Courts				
B/P to: Headley NALC LCR	1516027	26/05/15	-17.00	Subscription 2015/16				
B/P to: UK Fuels Ltd	1516031	26/05/15	-31.54	Fuel for Mower				
B/P to: Barclaycard Comme	1516033	26/05/15	-150.46	Credit Card Transactions April 2014				
Girobank Core Business	Cash	26/05/15	231.00	Cash Receipts				
Petty Cash - Items	Cash	27/08/15		Milk, Coffee, Handwash				
Direct Debit (OPUS ENERGY	1516038	27/05/15	-51.08	Pump Rooms Electric 17/04/1 - 11/05/15				
Transaction: Credit	2	28/05/15	249.00	Cheques Received				
B/P to: M.P.Morris	1516028	28/05/15	-60.00	Mole Control at Burgage, Skate Park & Cemetery				
B/P to: Newsquest MediaG	1516030	28/05/15	-48.00	Ludlow Advertiser - Wedding Feature				
B/P to: Andys MowersServi	1516032	28/05/15	-70.00	Repairs to Mowers				
B/P to: C. Bunn Lengthsma	1516034	28/05/15	-224.25	Lengthsman April				
B/P to: R McGrath EZ Clean	1516036	28/05/15	-15.00	Cleaning of Bus Shelter				
B/P to: J G Banfield	1516037	28/05/15	-18.45	Groundsman Nylon Cable & Trimmerline				
B/P to: Mrs Yvonne Scriven	1516039	28/05/15	-150.00	Internal Audit 2015				
B/P to: MHDC Licensing	1516040	28/05/15	-70.00	Premise Licence Fee				
B/P to: Worcs CALC	1516041	28/05/15	-10.00	Clerks Training - Elections				
B/P to: Severn Trent Water	1516042	28/05/15	-78.29	Water Changing Rooms				
SALARY PAYMENTS MAY	M2	28/05/15	-4534.36	SALARY PAYMENTS				
Petty Cash - Stamps	Cash	29/05/15		Stamps				
COOL MOVES DANCE &	1512016	29/05/15	54.00	Pump Rooms Hire				
DOSWELL HES	1510516	03/06/15	50.00	Pump Rooms Hire				
REGAL TENBURY TRUS	REGAL RENT	05/06/15	367.00	Rent June				
Direct Debit (ORANGE)	1516051	10/06/15	-7.38	Groundsman's Phone				
S/O to: MHDC Carpark Rate	1516047	15/06/15	-432.00	Rates Palmers Car Park				
S/O to: MHDC PaviionRates	1516048	15/06/15	-34.00	Rates Pavilion Burgage				
S/O to: MHDC PumpR Rate:	1516049	15/06/15	-307.00	Rates Pump Rooms				
Direct Debit (MAINSTREAM	1516060	15/06/15	-63.36	Rental 14/5-13/8 Calls 01.05.14 - 29.05.14				
WORCESTERSHIRE C.C	1516062	16/06/15	212.75	Lengthsman May				
ABC Fostering Serv	1412515	19/06/15	18.00	Pump Rooms Hire				
K Shutt	1512216	19/06/15	50.00	Pump Rooms Hire				
Girobank Core Business	Cash	19/06/15	340.00	Cash Receipts				
L Renshaw	1513216	22/06/15	144.00	Pump Rooms Hire				
TRANSACTION TOTALS for MAY/JUNE			-19823.58	0.00	-26.08	0.00	0.00	-19849.66

JUNE PAYMENTS CURRENTLY AWAITING CLEARANCE

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
B/P to: Advantage BusSupp	11/148397	15/05/15	1516043	£ 35.56	£ 5.92	£ 29.64	APP1516006	Paper & Envelopes
B/P to: MTM ContractingLti	2	06/05/15	1516044	£ 888.00	£ 148.00	£ 740.00	APP1516006	April Mowing Burgage & Palmers x 4 - Bowling
B/P to: Carpenter Goodwin			1516045 &04	£ 812.99	£ 135.50	£ 677.49	APP1516006	Mower & Brush Cutter
B/P to: GBS RE PWLB			1516050	£ 1,970.83	£ -	£ 1,970.83	APP1516006	1st Bi-Annual Loan Repayment 15/16
B/P to: Barclaycard Commer			1516052	£ 133.29	£ 16.59	£ 116.70	APP1516006	Credit Card Transactions May 2015
B/P to: A H Caldicott			1516054	£ 2,381.40	£ 396.90	£ 1,984.50	APP1516006	Insulation Works at Regal
B/P to: Worcs CALC			1516055	£ 30.00	£ -	£ 30.00	APP1516007	Clerk CiLCA Briefing
B/P to: Tav's Cafe			1516056&06:	£ 90.00	£ -	£ 90.00	APP1516007	Buffet for Cllr Training 28/05/15 & 11/06
B/P to: British Gas			1516057	£ 192.23	£ 9.15	£ 183.08	APP1516007	Gas for Pump Rooms 28.3.15 to 21.5.15
B/P to: Advantage BusSuppl			1516058	£ 20.12	£ 3.35	£ 16.77	APP1516007	Ring Binder Folders Cllr Training
B/P to: Adrian Hope Tree			1516059	£ 270.00	£ 45.00	£ 225.00	APP1516007	Survey of Trees Burgage & Cemetery
B/P to: Npower			1516061	£ 51.26	£ 2.44	£ 48.82	APP1516007	Closing Bill Pump Rooms Electric
B/P to: C. Bunn Lengthsman			1516062	£ 212.75	£ -	£ 212.75	APP1516007	Lengthsman May
B/P to: J G Banfield			1516064	£ 23.40	£ 3.90	£ 19.50	APP1516007	Keys Cut and Key Tags
SALARY PAYMENTS JUNE			M3	£ 4,832.84	£ -	£ 4,832.84	M3	SALARY PAYMENTS

CURRENTLY OUTSTANDING TO END JUNE
£ 11,944.67

APPROVED CREDIT CARD PAYMENTS

Payee	Inv. Date	Paym Ref	Total	VAT	Net	Approval Ref	Ref.
Amazon.co.uk	06/05/15		£ 10.79	£ 1.80	£ 8.99		

TOTAL FOR JUNE BILL PAYABLE IN JULY**£ 10.79****JULY PAYMENTS CURRENTLY AWAITING APPROVAL**

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Approval Re Ref.
Malvern Hills District Council			1516065	£ 432.00		£ 432.00	APP1516008 Rates Palmers Car Park
Malvern Hills District Council			1516066	£ 34.00		£ 34.00	APP1516008 Rates Pavilion Burgage
Malvern Hills District Council			1516067	£ 307.00		£ 307.00	APP1516008 Rates Pump Rooms
Advantage Business Supplie	11/149933	05/06/15	1516068	£ 36.92	£ 6.15	£ 30.77	APP1516008 Folders, Paper Towels, Toilet Rolls etc
Herefordshire Fire Alarm Se	4419	10/06/15	1516069	£ 108.00	£ 18.00	£ 90.00	APP1516008 Pump Rooms Service of Fire Alarm System & t
Society of Local Council Cle	117468	09/06/15	1516070	£ 90.00	£ 15.00	£ 75.00	APP1516008 VAT 2015 Course
Bill White Nurseries	2827	15/06/15	1516071	£ 2,257.74	£ 376.29	£ 1,881.45	APP1516008 Baskets Planted and Delivered to Tenbury We
A H Caldicott	5166	15/06/15	1516072	£ 144.35	£ 24.06	£ 120.29	APP1516008 Plumbing Work - Stand Pipe on Palmers Meac
HMRC			1516073	£ 3,288.51		£ 3,288.51	APP1516008 Q1 NICS & TAX April to June 2015
Helping Hand	245808	20/05/15	1516074	£ 44.09	£ 7.35	£ 36.74	APP1516008 Handiscoop Poop Scoopers
Tenbury in Bloom			1516075	£ 150.00		£ 150.00	APP1516008 Donation
Tenbury Tourism			1516076	£ 350.00		£ 350.00	APP1516008 Donation
Tenbury CoT Christmas Lights			1516077	£ 500.00		£ 500.00	APP1516008 Donation
Tenbury Transport Trust			1516078	£ 500.00		£ 500.00	APP1516008 Donation
Tenbury NILS			1516079	£ 500.00		£ 500.00	APP1516008 Donation from Reserves
Orange Payment Processing			1516080	£ 7.38	£ 1.23	£ 6.15	APP1516008 Groundsman's Phone
Barclaycard	JUNE	26/06/15	1516081	£ 10.79	£ 1.80	£ 8.99	APP1516008 Credit Card Transactions June 2015
West Mercia Supplies	A558018	24/06/15	1516082	£ 83.83	£ 13.97	£ 69.86	APP1516008 Photocopy Charges
CMP Consult	1099/14	26/06/15	1516083	£ 500.00		£ 500.00	APP1516008 Funding Research & Applications

CURRENTLY OUTSTANDING TO END JULY**£ 9,344.61**