

TENBURY TOWN COUNCIL 2016/17 FS02

Minutes of the **FINANCE AND STAFFING GROUP** meeting to be held on **MONDAY 27TH JUNE 2016 at 7:15 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr E Weston [**Chair**], Cllr S Bowkett, Cllr J Fielder [**Deputy Chair**], Cllr D Ingram, Cllr J Morgan, Cllr D Patrick, Cllr S Perry, Cllr Mayor M Willis [**Mayor**]
IN ATTENDANCE: Assistant Town Clerk, Town Clerk

2.1. Apologies. To consider the acceptance of apologies for absence from Councillors.
None

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 31st May 2016

The Minutes of the previous meeting held on 31st May 2016 were approved and signed by the Chairman as a true and correct record of proceedings.

2.5. To confirm payments authorised from Council bank accounts to end May 2016 and monthly reconciliation of bank accounts.

The Chairman confirmed that the Bank Accounts reconciled correctly with authorised payments. Reconciliation attached Appendix A.

2.6. To approve the Monthly Accounts for May 2016 and the Outstanding Accounts for June/July 2016 for recommendation to Full Council.

Attached Appendix B

RESOLVED that the Monthly Accounts to May 2016 and any Outstanding Accounts for June/July 2016 be approved and so presented for ratification by Full Council.

2.7. To review the budget for the year and the Council's financial position to end May 2016.

Attached Appendix C. Members were satisfied that expenditure was according to budget.

RESOLVED that the budget position to date be accepted.

2.8. Correspondence.

Reminder letter from Pensions Regulator re Automatic Enrolment deadlines – noted in relation to item 2.11

2.9. Councillors' reports and items for future agenda

None

2.10. 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(l) of the Local Government Act 1972:-

2.11. To consider final proposals for a Pension Scheme

Cllr Patrick had prepared a report which had been circulated to members ahead of the meeting detailing the work undertaken to date with the independent advisors appointed by the Council, Alexander House Financial Services Ltd (AHFS).

Auto Enrolment legislation meant that a scheme had to be offered by the Council and all eligible employees would be enrolled unless they chose to opt out. Employees not automatically eligible

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TENBURY TOWN COUNCIL 2016/17 FS02

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could also choose to join the scheme. Cllr Patrick said that two decisions must now be taken in order for this Committee to make recommendations to Full Council.

- 1. Agree on a pension provider
- 2. Agree what the employer contribution levels should be.

1. Based on various criteria Matthew Taylor of AHFS had identified two preferred schemes, one from Aviva plc and one from Intelligent Money. Not all providers were prepared to deal with the small scale scheme the Council would require given its relatively small number of employees but both Aviva and Intelligent had confirmed that they would be able to offer a suitable scheme. The decision needed to look to offer employees a decent pension option while taking account of the three premises for investment of public funds which put security first, accessibility second and likely return last. Cllr Patrick and the Mayor said that they felt the scheme should be with a reputable and secure organisation and that while Intelligent Money had been in the pensions market for over 10 years they did not have the scale or history of Aviva. For this reason they were minded to recommend Aviva. Other members agreed that they knew of Aviva schemes which worked very well.

RESOLVED to recommend to Full Council that AVIVA plc be appointed as the provider of the Town Council pension scheme.

2. Members were then informed that an employer will usually contribute to a workplace pension by at least matching the contribution of the individual employee. The Auto Enrolment legislation defined the minimum contributions necessary from both employee and employer. Initially as Auto Enrolment was phased in, the minimum contribution levels started low at 1% for both employer and employee in 2017/18, rising to 2% employer, 3% employee the following year and finally a minimum of 3% employer and 5% employee by 2019/20.

Cllr Patrick and the Mayor said they felt it was important to encourage employees to save for retirement and the Council should offer more than the minimum requirement. They proposed that the Council should match employee contribution plus 2% up to a maximum Council contribution of 12%.

This would mean that if an employee chose to contribute 6% the Council would contribute 8%; with a 10% employee contribution the Council would contribute 12% but if an employee chose to contribute over 10% the Council would never contribute more than 12%.

Members were informed that assuming a 10% contribution rate from all eligible employees (which might be unlikely) and a matching 12% contribution from the Council this would amount to a maximum potential cost to the Council of £ 6,864 at current payroll levels.

Given the pending recruitment of a new Clerk members agreed that it was important to make this decision so there could be clarity in any job offer.

RESOLVED to recommend to Full Council that the employer contribution level for the Town Council pension scheme be set at 2% above an employee's individual contribution level to a maximum capped employer contribution of 12%.

Meeting ended at 7:52pm

Signed

Date

TENBURY TOWN COUNCIL

BANK RECONCILIATION AT		31/05/2016	
			£
Cash in hand brought forward		144,335.40	
Add receipts		866.00	
		145,201.40	
Less payments		13,565.15	
Cash in hand carried forward		131,636.25	A
Represented by;			
Bank accounts	Current Deposit	39,144.71	
Cash in hand		91,583.04	
		130,727.75	
	Less unrepresented expenditure	£	
		-	
	Add receipts not on bank statement		
	39.00		
	65.00		
	50.00		
	754.50		
		908.50	
		131,636.25	B
A = B Okay			

Tenbury Town Council MAY 2016

prepared 27/06/2016

Financial Year ending 31/03/17	RESERVES		Alto Card	WCC	TOTALS
	CURRENT UNITY TRUST	UNITY TRUST	& Petty Cash	Deposit A/C	
Balance at 30/04/2016 (cash at bank and in hand)	59021.26	83614.01	88.17	957.40	143680.84
Balance at 31/05/2016 (cash at bank and in hand)	39144.71	91583.04	88.17	957.40	131773.32
Variance	-19876.55	7969.03	0.00	0.00	-11907.52

APPROVED TRANSACTIONS - CLEARED ACCOUNTS

Payee	Payment Ref	Date	Amounts		Reference
HMRC		04/05/16	1473.50		VAT Q4
Tenbury Transport Trust		04/05/16	-525.00		Mayor Charity Funds 2015/16 Cheque 3000
Tenbury & District Museum Society		05/05/16	-525.00		Mayor Charity Funds 2015/16 Cheque 3000
Regal Tenbury Trust		09/05/16	367.00		Regal Rent May
L A Cook	1610617	09/05/16	65.00		Wedding - Pump Rooms
Internal Transfer from Reserves		09/05/16	750.00	-750.00	Car Park Lines
Internal Transfer to Reserves		09/05/16	-1012.53	1012.53	Recycling
Internal Transfer to Reserves		09/05/16	-8000.00	8000.00	2016/17 Budgeted Reserves
Complete Office Solutions		09/05/16	-10.79		Stationery - Receipt Book
Internal Transfer from Reserves		10/05/16	293.50	-293.50	Councillor Badges
Orange Payment Processing		10/05/16	-7.44		Groundsman's Phone April
Worcestershire County Council	191	13/05/16	5.00		Hire Small Room - Pump Rooms 22/02/16
Mainstream Digital Ltd		13/05/16	-5.98		Call charges 01.04.16 - 29.04.16
Malvern Hills District Council		16/05/16	-436.00		Rates Palmers Car Park
Malvern Hills District Council		16/05/16	-34.00		Rates Pavilion Burgage
Malvern Hills District Council		16/05/16	-310.00		Rates Pump Rooms
Knight & Thomas	1610417	17/05/16	65.00		Wedding Pump Room Hire - 25/06/16
WCC		20/05/16	517.13		Recycling Q4
Barclaycard		23/05/16	-195.72		Credit Card Transactions April 2014
Tallis Amos Group		24/05/16	-3600.00		Bowling Green Mower - Dennis Razor Ultra
Newsquest Media Group		25/05/16	-48.00		Ludlow Advertiser - Wedding Feature
G E Bright		25/05/16	-59.99		BT Cordless Phones for Office
Mr C. Bunn		25/05/16	-224.25		Lengthsman April
Kirkwells		25/05/16	-3408.00		Neighbourhood Planning Stage 1
GE Bright Electrical		25/05/16	-36.00		Assessment of Changing Rooms Meter
Severn Trent Water		25/05/16	-73.71		Water Changing Rooms
Diane Malley		25/05/16	-200.00		Internal Audit Services for year 2015/2016
J G Banfield & Sons Ltd		25/05/16	-6.20		Cable Ties
Lynch & Pasztor	1612017	27/05/16	65.00		Wedding Pump Room Hire - 20/08/16
Roger Thirlby - Mower Racing		27/05/16	150.00		Contribution to Mayor's Charity
Avonmore Associates		25/05/16	-489.00		Spring Work to bowling Green
EZ Cleaning		25/05/16	-15.00		Bus Shelter Cleaning April
Opus Energy		27/05/16	-77.92		Pump Rooms Electric 17/04/15 - 11/05/15
SALARIES M10	M2	26/05/16	-4327.15		SALARIES M2

TRANSACTION TOTALS for MAY 2016	-19876.55	7969.03	0.00	0.00	0.00
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Income received in May but not cleared into bank account by end May

Worcestershire Acute Hospita	1611217	02/06/16	39.00		Pump Room Hire Diabetes Team - 04/05/16
T R Allen	1611417	02/06/16	65.00		Wedding Pump Room Hire - 13/08/16
Tenbury Scout Group		02/06/16	50.00		Ground Rent for Scout Hut

TOTAL			£	154.00	
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APPROVAL OF PAYMENTS

JUNE PAYMENTS

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Avonmore Associates	10344	24/05/16	1617039	£ 514.00	£ 85.67	£ 428.33	Spring Work to bowling Green
Malvern Hills District Council			1617040	£ 436.00		£ 436.00	Rates Palmers Car Park
Malvern Hills District Council			1617041	£ 34.00		£ 34.00	Rates Pavilion Burgage
Malvern Hills District Council			1617042	£ 310.00		£ 310.00	Rates Pump Rooms
Public Works Loan Board	612 08073	13/05/16	1617043	£ 729.92		£ 729.92	Bi Annual Loan Repayment 1
EZ Cleaning	48	25/05/16	1617044	£ 20.00	£ -	£ 20.00	Pump Rooms Window Cleaning May
Burford Parish Hall	84	19/05/16	1617045	£ 36.00	£ -	£ 36.00	Hire Hall for Neighbourhood Plan Consultation
GE Bright	53891	24/05/16	1617046	£ 48.00	£ 8.00	£ 40.00	Replace Meter in Changing Rooms
Barclaycard			1617047	£ 291.76	£ 18.29	£ 273.47	Credit Card Transactions May 2014
Orange Payment Processing			1617048	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone
UK Fuels Ltd	1431067	29/05/16	1617049	£ 29.50	£ 4.92	£ 24.58	Petrol
J G Banfield	4823	31/05/16	1617050	£ 14.00	£ 2.33	£ 11.67	Padlock & Key cut
Mr C. Bunn			1617051	£ 224.25		£ 224.25	Lengthsman May
British Gas Business	981101636	03/06/16	1617052	£ 416.61	£ 19.83	£ 396.78	Gas for Pump Rooms 02.03.16 to 01.06.16
Playsafety Limited	22849	06/06/16	1617053	£ 452.40	£ 75.40	£ 377.00	Annual Inspection for Playground equipment
A H Caldicott & Sons	dw.5136	10/06/16	1617054	£ 85.18	£ 14.20	£ 70.98	Fitting & connecting new inlet control valve for
Opus Energy	60431368	12/06/16	1617055	£ 67.54	£ 3.22	£ 64.32	Electric Pump Rooms - 12.05.16 - 11.06.16
City Signs	SI-3349	07/06/16	1617056	£ 301.20	£ 50.20	£ 251.00	Banners and A2 correx Neighbourhood Plan
Bridgnorth Town Council		10/06/16	1617057	£ 30.00		£ 30.00	Bridgnorth Mayor's Fundraising Event
Bill White Nurseries	2937	15/06/16	1617058	£ 2,542.50	£ 423.75	£ 2,118.75	Hanging Baskets 2016 - 125
Complete Office Solutions	SINV00941874	15/06/16	1617059	£ 107.08	£ 17.85	£ 89.23	Paper, Card. Pens & Filing Clips
Malcolm Morris		15/06/16	1617060	£ 48.00	£ -	£ 48.00	Mole Control Burgage Palmers & Cemetery
Herefordshire Fire Alarm Serv	7690	17/06/16	1617061	£ 111.60	£ 18.60	£ 93.00	Servicing of Fire Alarm and Emergency Lights
SALARY PAYMENTS JUNE	JUNE		M3	£ 4,788.92	£ -	£ 4,788.92	M3 SALARY PAYMENTS

TOTAL

£ 11,645.90

JULY PAYMENTS CURRENTLY AWAITING APPROVAL

Payee	Invoice	Inv. Date	Paym Ref	Total	VAT	Net	Ref.
Tenbury Tourism			1617062	£ 350.00		£ 350.00	Donation Cheque
Tenbury CoT Christmas Lights			1617063	£ 500.00		£ 500.00	Donation Cheque
Tenbury Transport Trust			1617064	£ 500.00		£ 500.00	Donation Cheque
Tenbury in Bloom			1617065	£ 150.00		£ 150.00	Donation Cheque
Tenbury CAB			1617066	£ 1,000.00		£ 1,000.00	Donation Cheque
MHDC			1617067	£ 30.00		£ 30.00	Mayors Parade Traffic Diversion
Herefordshire Housing Limited			1617068	£ 28.47		£ 28.47	Community Alarm Monitoring Service - 01/07/16
Orange Payment Processing			1617069	£ 7.44	£ 1.24	£ 6.20	Groundsman's Phone
Malvern Hills District Council			1617070	£ 436.00		£ 436.00	Rates Palmers Car Park
Malvern Hills District Council			1617071	£ 34.00		£ 34.00	Rates Pavilion Burgage
Malvern Hills District Council			1617072	£ 310.00		£ 310.00	Rates Pump Rooms
HMRC			1617073	£ 3,474.86		£ 3,474.86	Q1 NICS & TAX April to June 2016

CURRENTLY OUTSTANDING TO END JULY

£ 6,820.77

FACILITIES							FACILITIES						
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted ??	Difference	ACTUAL	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	May-16	May-16		2016-17	2016-17		Apr-16	May-16	May-16
Pump Rooms							Pump Rooms						
Gas	1300		1300				Bookings	4000	4000		270	569	14%
Electricity	1100		1100	73.12	147.33	13%							
Water	100		100										
Rates	3200		3200	307.60	617.60	19%							
Building Maintenance	2000		2000										
Fire Extinguishers/Alarm	200		200										
Electrical Maintenance/Checks	200		200										
Boiler Maintenance	200		200										
Cleaning Materials/Disposables	50		50										
Wedding License	750		750		750.00	100%							
Project Reserves	2000		2000		2,000.00	100%							
Pump Rooms	11100		11100	380.72	3,514.93	32%		4,000.00	4000		270	569	14%
Regal							Regal						
Building Maintenance	2500		2500	150.00	150.00	6%	Rent	4400	4400		367.00	734.00	17%
Project Reserves													
RTT Grant Donation	10000		10000	5,000.00	5,000.00	50%							
Regal	12500		12500	5,150.00	5150	41%		4400	4400		367	734	17%
REGAL & PUMP ROOMS	23600		23600	5,530.72	8664.93	37%	REGAL & PUMP ROOMS	8400	8400		637	1303	17%
Palmers Meadow							Football Club	1006	1006				
Grass Cutting	2300		2300				Rugby Club	614	614		153.50	153.50	25%
Weed Feed & Repairs	600		600				May Fair	800	800		850.00	850.00	106%
Hedge Cutting	200		200				Scout Hut	5	5				
Car Park Rates	4450		4450	432.00	868.00	20%							
Repainting of Carpark Lines		1250	1250										
Project Reserves Skate Park		8000	8000										
Fencing Palmers Meadow	2000		2000										
Project Reserves Car Park	1000		1000		1000.00	100%							
Palmers Meadow	10,550.00	9,250.00	19800	432.00	868.00	4%		2,425.00	2425		1,003.50	1,003.50	41%
Changing Rooms							Changing Rooms Meter	250	250		21.00	21.00	8%
Electricity	550		550										
Water	140		140		73.71	53%							
Building Maintenance	500		500										
Electrical Maintenance	500		500		166.43	33%							
Project Reserves	1000		1000		1000.00	100%							
Changing Rooms	2690		2690		240.14	9%		250	250		21	21	8%
PALMERS MEADOW	13240	9250	22490	432.00	1108.14	5%	PALMERS MEADOW	2,675.00	2675		1024.5	1024.5	38%

FACILITIES							FACILITIES						
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted	Difference	ACTUAL	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	May-16	May-16		2016-17	25/09/16		2016-17	Apr-16	May-16
The Burgage													
Grass Cutting	2300		2300				Bonfire	120	120				
Weed & Spring Feed + Oversow	600		600				Applefest	120	120				
Kyre Bank Strimming	650		650				Car Boot Sales	600	600				
Play Area	500		500										
Shrubs & Flowers	500		500										
Japanese Knotweed	500		500										
	5050		5050					840	840				
Bowling Green													
Treatment & Scarifying	6000		6000		407.50	7%	Bowling Club	584	584				
							Bowling League	584	584				
							Pay per Use Fees						
	6000		6000		407.5	7%		1168	1168				
Tennis Courts													
Repair & Upkeep	1500		1500				Tennis Club Fees	987	987				
Tennis Courts Project Reserves	1000		1000		1,000.00	100%	Pay per Use Fees	150	150				
	2500		2500		1000	40%		1137	1137				
Pavilion & Groundsmans Shed													
Electricity	1100		1100										
Water	150		150	33.63	33.63	22%							
Rates	390		390	32.80	66.80	17%							
Building Maintenance	500		500	78.95	78.95	16%							
Electrical Maintenance	500		500										
Pavilion Roof Maintenance													
Project Reserves	1000		1000		1000.00	100%							
	3640		3640	145.38	179.38	5%		-	-				
THE BURGAGE	17190		17190	145.38	1,586.88	9%	THE BURGAGE	3,145.00	3145				
General Costs													
Groundsman Tools	750		750				Cemetery charges	200	200				
Petrol/Diesel	150		150										
Maintenance of Equipment	600		600	158.48	158.48	26%							
Maintenance Costs	1200		1200		5.17	0%							
Tree Work	1000		1000										
Tree Reserves	1000		1000		1,000.00	100%							
Groundsman Training	700		700										
	5400		5400	158.48	1163.65	22%		200	200		-	-	-
Subtotal	59,430.00	9250	68680	6,266.58	12523.6	18%		14420	14420		1,661.50	2327.5	16%
Contingency Fund	1000		1000										
FACILITIES TOTAL	60430	9250	69680	6267	12524	18%	FACILITIES TOTAL	14420	14420		1661.5	2327.5	16%

ADMINISTRATION							ADMINISTRATION						
Payback Schemes							Payback Schemes						
Lengthsman	3000		3000		224.25	7%	Lengthsman	3000	3000				
Footpaths	500		500				Footpaths	500	500				
Rate Relief	150		150				Rate Relief	150	150				
	3650		3650		224.25	6%		3650	3650				
SUB TOTAL	29855		30105	5,718.84	6550.25	22%	SUB TOTAL	4932	4932			50.00	1%
Contingency Fund	1000		750										
ADMIN SUB TOTAL	30855		30855	5,718.84	6550.25	21%	ADMIN SUB TOTAL	4932	4932			50	1%
WAGES/ALLOWANCES							WAGES/ALLOWANCES						
Mayors Allowance	1500		1500										
SALARIES	63000		63000	4,462.50	8,789.65	14%							
Pension from Jan 2017	4000		4000										
WAGES/ALLOWANCES TOTAL	68500		68500	4,462.50	8,789.65	13%							
ADMIN GRAND TOTAL	99355		99355	10181.34	15339.9	15%	ADMIN GRAND TOTAL	4932	4932			50	1%

Neighbourhood Plan							Neighbourhood Plan						
EXPENDITURE	ORIGINAL BUDGET	From RESERVES/GRANT	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted 25/09/16	Difference	ACTUAL	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	May-16	May-16		2016-17	2016-17		Apr-16	May-16	May-16
Promotion & Advertising	1000		1000										
Consultants Fees	500	5,840.00	6340		2,840.00	45%	GRANT	5840	5840		5840		
Other	500		500										
	2000	5840	7840		2,840.00	36%							

OVERVIEW							OVERVIEW						
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend incl Reserves	ACTUAL	ACTUAL	% of Budget Reached TO END	INCOME	ORIGINAL BUDGET	Budget Adjusted 25/09/16	Difference	ACTUAL	ACTUAL	% of Budget Reached TO END
	2016-17	2016-17	2016-17	Apr-16	May-16	May-16		2016-17	2016-17		Apr-16	May-16	May-16
FACILITIES	60430	9250	69680	6,266.58	12,523.60	18%	FACILITIES	14420	14420		1,661.50	2,327.50	16%
NEIGHBOURHOOD PLAN	2000	5840	7840	-	2,840.00	36%	NEIGHBOURHOOD PLAN						
ADMINISTRATION	99355		99355	10,181.34	15,339.90	15%	ADMINISTRATION	4932	4932		-	50.00	1%
SUBTOTAL	161785	15090	176875	16447.92	30703.50	17%	SUBTOTAL	19352	19352		1,661.50	2,377.50	12%
							PRECEPT	133412	133412		66,706.00	66,706.00	50%
							Parish Grant	9021	9021		4,510.50	4,510.50	50%
GRAND TOTAL	161785	15090	176875	16448	30704	17%	GRAND TOTAL	161785	161785		72878	73594	45%