

Minutes of the **ANNUAL MEETING OF TENBURY TOWN COUNCIL** held on **MONDAY 13th MAY 2013 at 7.00 pm** in the Pump Rooms, off Teme Street, Tenbury Wells.

PRESENT: Mayor Cllr G. Price, Deputy Mayor Cllr M. Willis, Cllrs S. Bowkett, M. Brennan, (outgoing Mayor) Cllr S. Corfield, J. Da Costa, M. Drummond, E. Hudson, D. Ingram, J. Morgan, A. Rigby, J. Watson, E. Weston.

IN ATTENDANCE: Town Clerk, 2 members of the public

APOLOGIES: Cllr A. Penn, Cllr P. Grove, Cllr K. Pollock

1.1. To elect the Mayor (Chair of the Council) for 2013/2014

Cllr Price was nominated as Chairman and Mayor by Cllr Corfield, seconded by Cllr Drummond. There were no other nominations.

RESOLVED by **ALL** that Cllr Price be elected as Chairman & Mayor for 2013/14.

The new Mayor thanked Cllr Corfield for her hard work as Mayor and great effort in promoting the Town. He also thanked his fellow Councillors for electing him.

1.2. To receive the Mayor's Declaration of Acceptance of Office

Cllr Price read aloud and duly signed the Declaration of Acceptance of Office which was then witnessed by the Clerk.

1.3. Apologies for Absence

None

1.4. Declarations of Interest

None

1.5. To Elect the Deputy Mayor

Cllr Willis was nominated as Deputy Mayor by The Mayor, seconded by Cllr Corfield. There were no other nominations.

RESOLVED by **ALL** that Cllr Willis be elected as Deputy Mayor for 2013/14.

1.6. To consider any amendments to Standing Orders deemed necessary.

No amendments were deemed necessary.

1.7. To approve Standing Orders (as amended in item 6) for use by this Council for the next 12 months.

RESOLVED that Standing Orders be approved for use by this Council for the next 12 months.

Approved document reference - TTC Standing Orders 13-05-2013

1.8. To consider any amendments to Financial Regulations deemed necessary.

No amendments were deemed necessary.

1.9. To approve Financial Regulations (as amended in item 8) for use by this Council for the next 12 months.

RESOLVED that Financial Regulations be approved for use by this Council for the next 12

months. *Approved document reference - TTC Financial Regulations 13-05-2013*

1.10. To appoint members to the Council's Committees

10.1 Amenities

10.2 Premises

10.3 Planning

10.4 Finance and Staffing Group

Members agreed that all were happy to remain on their current committees. The Mayor would sit in on all meetings as an observer thereby creating a vacancy on both the Finance and Planning Committees. It was proposed that Cllr Corfield take place of Cllr Price on these two committees.

RESOLVED that Cllr Corfield join the Planning and Finance Committees; no other changes.

1.11. To elect the Chair and Deputy Chair of the Community Emergency Support Team (CEST) and to agree the date of the next meeting of the CEST committee.

Cllr Mark Willis was nominated to continue as Chairman by The Mayor, seconded by Cllr Corfield. There were no other nominations. Cllr Price was nominated to continue as Deputy Chairman by Cllr Willis, seconded by Cllr Corfield. There were no other nominations. It was suggested that the next meeting be held immediately prior to the next Full Council meeting.

RESOLVED that Cllrs Willis and Price remain as Chair and Deputy Chair of CEST respectively and a meeting be held prior to next Full Council meeting.

1.12. To appoint a representative to the following Outside Bodies:

Representation was agreed as follows:

1. Tenbury French Twinning Committee – The Mayor
2. Regal Tenbury Trust (Mayor & Town Clerk)
3. Tenbury Area Partnership (Mayor & Deputy Mayor)
4. CALC Area Meetings (2 per year) (Mayor & Deputy Mayor)
5. Tenbury Swimming Pool Ltd (Director) – Cllr Price
6. Tenbury in Bloom – Cllr Weston
7. Wheeler Charity - Cllr Drummond
8. Tenbury Welfare Trust – No Vacancies
9. Tenbury C E Primary School Extended Service/Community Working Party – Cllr Corfield
10. Teme Tenbury & Events Committee - Cllr Price
11. Tenbury Play Group – Burgage improvements – Cllr Corfield
12. Tenbury Museum - Cllr Hudson
13. Tourist Information – Cllr Drummond

14. Chamber of Trade - tba

With regard to the Chamber of Trade Cllr Watson was concerned that they might not wish to have a Council representative in attendance as they had not kept him well informed of meetings/minutes etc. Cllr Corfield who had also attended some meetings said she would be happy to represent the Council but only if the COT felt there was some benefit. Clerk to find out from COT whether representation was still acceptable.

1.13. To confirm the Minutes of the Town Council meeting held on 8th April 2013.

The minutes of the meeting, held on 8th April 2013, were confirmed and signed by the Chairman as a true and correct record of proceedings.

1.14. To receive the Minutes and approve the resolutions of the meeting of the Planning Committee held on 29th April 2013.

It was noted that Cllr Hudson was not in attendance at the meeting. Thus amended the Minutes of the meeting were received and resolutions approved.

1.15. To receive the Minutes and approve the resolutions of the meeting of the Premises Committee held on 22nd April 2013.

The Minutes of the meeting were received and resolutions approved.

1.16. To receive the Minutes and approve the resolutions of the meeting of the Amenities Committee held on 22nd April 2013.

The Minutes of the meeting were received and resolutions approved.

1.17. To receive the Minutes and approve the resolutions of the meeting of the Finance Committee held on 29th April 2013.

The Minutes of the meeting were received and resolutions approved.

1.18. To approve the Monthly Accounts to April 2013 and the Outstanding Accounts for May 2013 as endorsed by the Finance and Staffing Committee on 29th April 2013.

See Appendix A

RESOLVED with 12 FOR and 1 Abstention that the Monthly Accounts be approved and the Outstanding Accounts be approved for payment.

1.19. **Planning Appeal - APP/J1860/A/13/2195125** - To consider comments to be made to the Planning Inspectorate regarding this Appeal in respect of refused application 12/00659/OUT - Outline application for the development of land for up to 45 dwellings (of which 12 are affordable and 6 are for social rent); sewage pumping station; access roads; footpaths; garages; public open space. Land At (Os 5921 6771), Oldwood Road, Tenbury Wells, Worcestershire
Members remained solid in their reasons for refusal of this application and agreed that a further statement should be made recommending that this appeal be refused. It was noted that previous reasons for appeal would be available to the Planning Inspectorate but agreed that reasons for objection should be reiterated and the statements made at the previous appeal hearing should be repeated and further elaborated to make it clear that the Council had strong reasons for objection.

RESOLVED that Cllr Hudson be delegated to draw up a statement for submission by the deadline of 21/05/2013.

1.20. **Planning Appeal - APP/J1860/A/13** - To consider comments to be made to the Planning Inspectorate regarding this Appeal in respect of refused application 12/00876/OUT - Outline application for residential development of 44 dwellings (including 18 affordable dwellings), public open space together with associated roads and parking. Access taken from existing access off Oldwood Road. Replacement field access. Land off Mistletoe Row, Oldwood Road, Tenbury Wells, Worcestershire.

It was agreed that this item could be considered at a later meeting as the date for the appeal hearing had not yet been set. It was recommended that the next Planning Committee meeting should prepare a statement for approval by Full Council at a subsequent meeting.

1.21. **Planning Application - 13/00413/OUT** - To consider this new application for development. **13/00413/OUT** - Outline application with some Matters Reserved for the development of land for 30 dwellings, including 12 affordable units, access and public open space. Land At (Os 5921 6771), Oldwood Road, Tenbury Wells, Worcestershire

Councillors felt that their previous objections to this application remained valid. It was agreed that these should be restated with The Mayor and Cllr Hudson delegated to make additional comment regarding the outline nature of application and layout.

RESOLVED that the application be recommended for REFUSAL with The Mayor and Cllr Hudson delegated to draw up comments on behalf of the Council

1.22. To consider a request from the Regal Tenbury Trust to carry out installation of a new PA/Sound System in the Regal.

Attached Appendix B

Cllr Watson noted that this installation would be a useful addition to safety in the building offering a means of public address which were currently not available. It was proposed that the request be approved with the proviso that the Trust accept responsibility for repairing/making good any damage caused in course of installation.

RESOLVED that the request be granted with the proviso the Regal Tenbury Trust accept responsibility for repairing/making good any damage caused in course of installation.

1.23. Correspondence for Information

None

1.24. Clerk's report including any Urgent Decisions since the last meeting

Members were informed of the date for the funeral of former Mayor Mr Mike Harrison – The Mayor proposed to attend on behalf of Council and other Councillors were welcome.

1.25. Councillors' reports and items for future agenda

The Clerk suggested revised dates for the next Premises and Amenities Committees and these were agreed on 17th and 10th June respectively.

Meeting closed at 9:02 pm

Signed

Date

Tenbury Town Council Bank Accounts Summary as at

29/04/2013

Financial Year ending 31/3/14	Petty Cash	Barclays				WCC Deposit A/C	TOTALS
		Current 023	Current A/C - 007	Re-cycling Savings	HLF grant A/C - 104		
Closing balance per Mar Statement	3.97	1712.98	6221.28	11206.99	5795.75	946.83	25887.8
Closing balance per April Statement (cash at bank and in hand)	3.97	6854.39	6221.28	11206.99	4027.18	946.83	29260.64

Approval for payments due in

	Invoice No:	Cheque No:	Total
Employment costs			
Total expenses			
British Gas Business	Gas for Pump Rooms	60854357/1	DD £ 84.49
Herefordshire Housing Limited	Community Alarm Monitoring	SIAL/00001168	101880 £ 26.65
British Gas Business	Gas for Pump Rooms	60839210/1	DD £ 165.99
Herefordshire Housing Limited	Community Alarm Monitoring	SIAL/00062221	101880 £ 29.00
Mr C. Bunn	Lengthmans Scheme March	41334	101881 £ 195.00
Zurich Municipal	Insurance all Premises	11971086	101882 £ 5,586.75
Entanet	Broadband April	OP/1173794	101883 £ 16.64
G.E. Bright Electrical	Panasonic Phone Set	46096	101884 £ 62.99
Advantage Business Supplies Ltd	Copier Paper	11/I22051	101885 £ 33.48
Mrs Chris Croal	LCR Subscription Renewal	1144/31-05-2013	101886 £ 16.00
Npower Ltd	Street Lighting	LGULBWFP	101887 £ 643.21
BT Business	WCALC Annual Subscription &	6600	101888 £ 722.61
Worcestershire CALC	HAO Supplies re The Regal -	9029483	101889 £ 109.84
West Mercia Supplies	Pump Rooms Telephone Bill	Q098 LO	DD £ 112.09
Chris Holloway Engineering Services	Repairs to Skateboard ramp	43	101891 £ 150.00
Norris & Miles Solicitors	Registration of the land at	251/13	101892 £ 1,018.00
Clock House Foods	Food for 70 - Mayors Charity	4813	101893 £ 210.00
Jimbo's Bars	Mayors Charity Show Drinks	JB-TTC002	101894 £ 46.80
Newsquest Media Group	Ludlow Advertiser - Wedding	5446680	101895 £ 48.00
Mr A.James	Bus shelter cleaned	6	101896 £ 16.00
SLCC	SLCC Clerk's Annual	2013/14 Subs	101899 £ 203.00
Barclays	Bank Charges - 13218023	13/2/13 - 12/03/13	DD £ 25.73
Barclays	Bank Charges - 63885143	13/02/13 -12/03/13	DD £ 6.29
Severn Trent Water Ltd	Water Burgage Recreation	799102968	101898 £ 90.72
Malvern Hills District Council	Rates Palmers Car Park	120026651	DD £ 414.00
Malvern Hills District Council	Rates Pavilion Burgage	101107255	DD £ 35.40
Malvern Hills District Council	Rates Pump Rooms	120048559	DD £ 292.80
Droitwich Town Council	The Mayors Charity Show		101897 £ 84.00
HMRC	HMRC NICs etc		101870 £ 4,768.83
Regal Tenbury Trust Ltd	Support Grant		101900 £ 5,000.00

Total Payments for April

£ 20,214.31

PREMISES						PREMISES			
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
Property Running Costs	2013-14	2013-14	2013-14	Apr-13			2013-14	Apr-12	
Pump Rooms						Pump Rooms			
Gas	2000		2000	228.50	11%	Bookings	5600		
Electricity	660	100	760						
Water	300		300						
Rates	3100		3100	292.80	9%				
Building Maintenance	2000	600	2600						
Fire Extinguishers/Alarm	600		600						
Electrical Maintenance/Checks	200	345	545						
Boiler Maintenance	200		200						
Cleaning Materials/Disposables	50		50						
Fountain/Bath Restoration incl Reserv	500	500	1000						
Wedding License	500		500						
	10110	1545	11655	521.3	4%		5600		
Regal						Regal & C.Centre			
Building Maintenance	1000		1000						
On going support fund	3000		3000			Rent	4400	367.00	8%
RTT Grant Donation	10000		10000						
	14000		14000				4400		
EXPENDITURE	ORIGINAL BUDGET	From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	52				40	
Property Running Costs	2013-14	2013-14	2013-14	Apr-12			2013-14	Apr-12	
Pavilion & Groundsmans Shed									
Electricity	1100		1100						
Water	200		200	90.72	45%				
Rates	400		400	34.50	9%				
Building Maintenance	500	170	670						
Electrical Maintenance	300	150	450						
Pavilion Roof Maintenance	1000		1000						
	3,500.00	320.00	3,820.00	125.22	3%				
Changing Rooms									
Electricity	550		550			Changing Rooms Meter	400	160.00	40%
Water	200		200						
Building Maintenance	250		250						
Electrical Maintenance	150		150						
	1,150.00	-	1,150.00	-	-		400		
Old Mortuary									
Building Maintenance	1000		1000			Mortuary Rent	150		
Old Mortuary Renovation	2000		2000						
	3,000.00	-	3,000.00	-	-		150		
	31,760.00	1,865.00	33,625.00	646.52	8%				
Contingency Fund	1000		1000						
PREMISES TOTAL	32,760.00	1,865.00	34,625.00	646.52	2%	PREMISES TOTAL	10550	527	5%

AMENITIES						AMENITIES			
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
Property Running Costs	2013/14	2013/14	2013/14	Apr-13			2013/14	Apr-13	
Bowling Green									
Treatment & Scarifying	1500		1500			Bowling Club	550		
						Bowling League	550		
						Pay per Use Fees			
	1,500.00	-	1,500.00	-	-		1100	-	
Tennis Courts									
Repair & Upkeep	1000		1000			Tennis Club Fees	939		
Tennis Court Path	500	250.00	750			Pay per Use Fees	250		
	1,500.00	250.00	1,750.00	-	-		1189	-	
Burgage									
Grass Cutting	1900		1900			Bonfire	120		
Kyre Bank Strimming	800		800						
Play Area	500		500			Car Boot Sales	600		
Shrubs & Flowers	500		500			Hanging Baskets			
Japanese Knotweed	500		500						
Premises License	100		100						
Honeycomb Grid for Access	2000		2000						
New Play Area Fund	2000		2000						
	8,300.00	-	8,300.00	-	-		720	-	
Palmers									
Grass Cutting	1900		1900			Football Club	967		
Hedge Cutting	100		100			Rugby Club	600		
Car Park Rates	4300		4300	414.00	10%	May Fair	735	735.00	100%
Repainting of Carpark Lines	1000		1000			Scout Hut	5		
	7,300.00	-	7,300.00	414.00	6%	Skip Rent, annual.			
General Costs							2307	735.00	32%
Groundsman Tools	300	100	400						
Petrol/Diesel	300		300			Cemetery charges	200		
Maintenance of Equipment	600		600						
Maintenance Costs	1000		1000	150.00	15%				
Tree Work	2000	3000	5000						
Groundsman Training	700		700						
	4,900.00	3,100.00	8,000.00	150.00	2%		200	-	
	23,500.00	3,350.00	26,850.00	564.00	8%		5516	735.00	13%
Contingency Fund	1000		1000						
AMENITIES TOTAL	24,500.00	3,350.00	27,850.00	564.00	2%	AMENITIES TOTAL	5516	735.00	13%

ADMINISTRATION						ADMINISTRATION			
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	Apr-13				Apr-13	
Petty Cash	200		200	93.41	47%				
Telephone/Broadband	700		700	66.36	9%				
Stationery & Misc.	450		450	27.90	6%				
Photocopying	450		450						
Lone Worker Alarm	150		150	55.65	37%				
Computer & software	400		400						
	2350		2350	243.32	10%				
Council Running Costs									
Audit etc.	1800		1800			Recovered VAT	9000		
Internal Auditors Fee	200		200			Wayleaves			
Elections	700		700						
Fees (Legal)	1000		1000			Interest on A/Cs	20		
Memberships CALC/SLCC	1200		1200	843.19	70%	Hereford and Worcester A	10		
Training Courses	500		500						
Travel Allowances	200		200						
Insurance (all buildings)	9000		9000	5,270.51	59%				
Employers Nat.Ins	4500		4500						
	19100		19100	6113.7	32%		9030		
Community Services									
Street Lighting	2500		2500	540.17	22%				
Car Park Maintenance (Long term)	4000		4000						
Bus shelter, maintenance/cleaning	400		400	16.00	4%				
	6900		6900	556.17	8%				
Donations									
Tenbury in Bloom	150		150						
Tenbury Tourism	350		350						
	500		500						
Promotion									
Advertising	1000		1000	40.00	4%				
Web Site/Digital Screen	300		300						
	1300		1300	40	3%				
Loans									
Public Works Loan Board(all loans)	4500		4500						
	4500		4500						
Payback Schemes									
Lengthsman	3000		3000	195.00	6%	Lengthsman	3000		
Footpaths	500		500			Footpaths	500		
Rate Relief	300		300			Rate Relief	300		
	3800		3800	195	5%		3800		
Hanging Baskets									
	38,450.00	-	38,450.00	7,148.19	19%		12830	-	
Contingency Fund	1000		1000	32.02	3%				
ADMIN SUB TOTAL	39,450.00	-	39,450.00	7,180.21	18%		12830	-	
EXPENDITURE	BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	% of Budget Reached TO DATE	INCOME	BUDGET	Actual	% of Budget Reached TO DATE
	2013/14	2013/14	2013/14	Apr-11				Apr-11	
WAGES/ALLOWANCES									
Mayors Allowance	1500		1500	84.00	6%				
SALARIES	60000		60000	8,857.40	15%				
HLF Salaries	21000		21000						
WAGES/ALLOWANCES TOTAL	61500		61500.00	8941.40	15%				
ADMIN GRAND TOTAL	100,950	-	100,950.00	16,121.61	16%	ADMIN GRAND TOTAL	12830	-	
OVERVIEW						OVERVIEW			
			Total		% of Budget Reached TO DATE	PRECEPT	118972	64,657.00	104%
TOTALS	2013/14	2013/14	2013/14	Actual	% of Budget Reached TO DATE	TOTALS			% of Budget Reached TO DATE
EXPENDITURE	BUDGET		BUDGET	Apr-11		INCOME	BUDGET	Apr-11	
PREMISES	32760	1865	34625	646.52	2%	PREMISES	10550	527.00	5%
AMENITIES	24500	3350	27850	564.00	2%	AMENITIES	5516	735.00	13%
ADMINISTRATION	100950		100950	16,121.61	16%	ADMINISTRATION	12830	-	
SUBTOTAL	158210	5215	163425	17332	11%	SUBTOTAL	28896	1262	4%
PRECEPT						PRECEPT	129314	64657	50%
TOTAL	158210	5215	163425	17332	11%	GRAND TOTAL	158210	67181	42%

Regal PA Sound System

1 Background

- 1.1.1 Since the launch of the Trust the sound system for live shows has been hired in as and when it has been required. While we have a sound system for film there are a number of technical reasons why this system cannot also be used more widely to support live shows.
- 1.1.2 It has become clear that certain live shows will continue to arrange for their own sound and sound technician to be provided. In particular this applies to groups such as Hats off to Lead Zeppelin and Jerry and the Pacemakers. Even if we were to install a system that would in theory support these groups they would still opt for their own equipment and technicians.
- 1.1.3 This leaves those live performances that require a general PA facility such as the comedy nights, Pam Ayres, and the drama productions that we are now in the process of attracting to the Regal.
- 1.1.4 This facility includes a 'sound snake' that is a cable running from the stage to the rear of the auditorium that enables us to control the sound on stage from the control desk. While some incoming groups will continue to bring in their own sound the installation of this sound snake will overcome a current problem where the cable has to be temporarily secured across the steps leading into the auditorium. The new arrangements will be significantly safer by removing this potential hazard.
- 1.1.5 The system will also enable the front of house manager to have direct communication with backstage and be able to address the audience should the need arise for safety reasons such as evacuating the Regal.
- 1.1.6 With all of this in mind we have acquired a standard sound system that will meet these requirements. This acquisition is undertaken entirely at the expense of the Regal Tenbury Trust and we now wish to permanently install it at The Regal. This will require some drilling on the stage and in the auditorium in the vicinity of the main exit to the community centre.

2 Installation

- 2.1.1 We expect to undertake installation ourselves with advice from CPT Acoustics Ltd that will be provided free of charge.
- 2.1.2 Installation will require the cutting of two holes at the front of the stage apron in the left and right front corners. This to accommodate the two telescopic speaker stands that will be secured to the brickwork support pillars beneath the stage. This arrangement will facilitate the removal of the speaker stands when not required.
- 2.1.3 In addition in order to facilitate the installation of the sound snake it will be necessary to drill a small hole through the auditorium wall at low level in the vicinity of the left hand exit from the auditorium to the community centre where existing heating pipes also go through the wall.

- 2.1.4 This will enable the sound snake to be installed permanently over the exit opening and thereby conducted onto the stage.

3 Request

- 3.1.1 The Regal Tenbury Trust therefore formally asks permission to undertake these two small alterations to enable to successful completion of the Regal PA Sound System.