

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 2nd June 2025 at 7.25pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllrs. S. Bowkett, E. Bunting, A. Gould, D. Patrick, R. Perrin  
and Cllr. S. Russell.

**IN ATTENDANCE:** The Town Clerk and the Assistant to the Town Clerk.

#### **FS25.11 ELECTION OF CHAIR**

Cllr. R. Perrin nominated Cllr. A. Gould as Chair of the Finance and Staffing Committee. The nomination was seconded by Cllr. D. Patrick and there being no other nominations it was unanimously

#### **RESOLVED:**

**Cllr. A. Gould was duly elected as Chair of the Finance and Staffing Committee for the municipal year 2025/26.**

#### **FS25.12 ELECTION OF VICE-CHAIR**

It was proposed by Cllr. S. Russell that Cllr. R. Connolly be elected as Vice-Chair of the Finance and Staffing Committee. The nomination was seconded by Cllr. E. Bunting and there being no other nominations it was unanimously

#### **RESOLVED:**

**Cllr. R. Connolly was duly elected as Vice-Chair of the Finance and Staffing Committee for the municipal year 2025/26.**

#### **FS25.13 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. B. Smith due to work commitments.

#### **FS25.14 DECLARATION OF INTEREST**

No declarations of interest were made under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

#### **FS25.15 DISPENSATIONS**

No requests for dispensation had been received.

#### **FS25.16 PUBLIC PARTICIPATION**

None



**FS25.17 MINUTES**

Cllr. E. Bunting proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 28<sup>th</sup> April 2025. The proposal was seconded by Cllr. D. Patrick and was unanimously:

**RESOLVED:**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 28<sup>th</sup> April 2025 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.**

**FS25.18 BANK RECONCILIATIONS**

Members received the bank reconciliations for the period ending 30<sup>th</sup> April 2025.

The account balances as at 30<sup>th</sup> April 2025 were confirmed as:

- Unity Trust Current Account - £5,732.04
- Unity Trust Deposit Account - £363.27
- CCLA Public Sector Deposit Fund – £352,222.18
- Worcestershire County Council 7 Day Notice Account - £22,144.62

It was proposed by Cllr. S. Russell seconded by Cllr. E. Bunting and unanimously

**RESOLVED:**

- (i) **To confirm and note that the Council's bank accounts had been appropriately reconciled to 30<sup>th</sup> April 2025.**
- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> April 2025 to 30<sup>th</sup> April 2025.**

**FS2.19 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during April 2025 were examined by the Committee. It was noted that the payments were authorised online by two authorised Member signatories and the Town Clerk.

The schedule of payments outstanding invoices for payments were presented to Members and duly signed by the Chair.

It was proposed by Cllr. S. Russell seconded by Cllr D. Patrick and unanimously:

**RESOLVED:**

- (i) **To approve the schedule of paid invoices processed during April 2025.**
- (ii) **To approve the schedule of outstanding invoices for payment and the payments made during May.**



**FS25.20 DATE AND TIME OF NEXT MEETING**

Monday 23<sup>rd</sup> June at 7.15pm

Meeting closed at 7.34pm.

Signed .....

Date .....

