

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 21st October 2024 at 7.15 pm**
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

PRESENT: Cllrs. S. Bowkett, E. Bunting, R. Connolly, A. Gould [Chair], D. Patrick, R. Perrin, S. Russell and R. Young.

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk.

FS24.70 APOLOGIES FOR ABSENCE

All Members of the committee were present.

FS24.71 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.

FS24.72 DISPENSATIONS

No requests for dispensation had been received.

FS24.73 PUBLIC PARTICIPATION

None

FS24.74 MINUTES

Cllr. S. Russell proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 23rd September 2024. The proposal was seconded by Cllr. E. Bunting and

RESOLVED: (7 For, 1 Abstention)

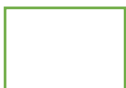
To approve the minutes of the meeting of the Finance and Staffing Committee held on 23rd September 2024 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.

FS24.75 BANK RECONCILIATIONS

Members received the bank reconciliations for the period ending 30th September 2024.

The account balances as of 30th September 2024 were confirmed as:

- Unity Trust Current Account - £2,508.72
- Unity Trust Deposit Account - £10,495.41
- CCLA Public Sector Deposit Fund – £322,915.66
- Worcestershire County Council 7 Day Notice Account - £21,622.02



It was proposed by Cllr. R. Connolly seconded by Cllr. R. Perrin and unanimously

RESOLVED:

- (i) **To confirm and note that the Council's bank accounts had been appropriately reconciled to 30th September 2024.**
- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st September 2024 to 30th September 2024.**

FS24.76 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during September 2024 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 outstanding invoices for payments were presented to Members and the schedule duly signed by the Chair.

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

RESOLVED:

- (i) **To approve the schedule of paid invoices processed during September 2024.**
- (ii) **To approve the schedule of outstanding invoices and the payments made during October.**

FS24.77 REVENUE BUDGET MONITORING REPORT

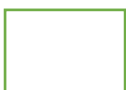
Members received from the Town Clerk the revenue budget monitoring report for the quarter ending 30th September 2024 and consider and recommendations therein.

Cllr. R. Young wished to commend the Town Clerk on the quality and comprehensiveness of her report.

It was unanimously

RESOLVED:

- (i) **The Committee noted the contents of the Revenue Budget Monitoring Report.**
- (ii) **The Committee noted the expenditure and income up to the 30th September 2024.**
- (iii) **The Committee noted the forecasted over and underspends and agreed the recommendations regarding the forecasted overspends.**



FS24.78 DATE AND TIME OF NEXT MEETING

Monday 25th November 2024 at 7.15pm

Meeting closed at 7.27 pm.

Signed

Date

