

**TENBURY TOWN COUNCIL 2025/26 FS03**

You are hereby summoned to attend the meeting of the  
**FINANCE AND STAFFING COMMITTEE**  
to be held on  
**MONDAY 23<sup>rd</sup> JUNE 2025**

**at 7:15pm in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

For the purpose of transacting the following business as set out in the agenda below.

**To Members of the Finance and Staffing Committee (Quorum: 3)**

Cllrs S. Bowkett, E. Bunting, R. Connolly, A. Gould, D. Patrick, R. Perrin, S. Russell and B. Smith.

**All other Members of the Town Council for information only**

For the purpose of transacting the following business as set out in the agenda below.

**Meeting open to members of the public.**

*L. Bruton*

Lesleyann Bruton (Mrs.)  
Town Clerk  
(01584 810118/07375 939819)  
17<sup>th</sup> June 2025

**A G E N D A**

**FS25.21 APOLOGIES FOR ABSENCE**

To receive apologies submitted by Members of the Committee for absence. Schedule 12 of the Local Government Act 1972 requires that a record be kept of the Members present and that this record forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

**FS25.22 DECLARATION OF INTEREST**

To receive declarations of interest made by Members under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

- (i) To declare any Disclosable Interests in items on the agenda and their nature.
- (ii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest that falls within the Code of Conduct para 12 (4) (b) must leave the meeting for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

**FS25.23 DISPENSATIONS**

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and or/vote on matters for which they have made a declaration

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of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct

### FS25.24 PUBLIC PARTICIPATION

To receive any questions that may be put to the meeting on items on the agenda by members of the public.

The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to Standing Order 3(f), a member of the public shall not speak for more than 5 minutes.

### FS25.25 MINUTES

**Appendix 1**

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 2<sup>nd</sup> June 2025.

### FS25.26 BANK RECONCILIATIONS

**Appendix 2**

- (i) To confirm and note the monthly reconciliations of the Council's bank accounts for May 2025.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> May 2025 to 31<sup>st</sup> May 2025.

### FS25.27 APPROVAL OF CREDITOR INVOICES

- (i) To approve the payments made during May 2025. Payments were authorised online by two authorised signatories and the Town Clerk. **Appendix 3**
- (ii) To approve the outstanding invoices for payment and payments made during June 2025. **Appendix 4**

### FS25.28 GRANT COMPLETION FORMS

To consider and accept the following completion forms for grants awarded in the previous financial year.

- (i) **Citizens Advice South Worcestershire - £1,250.00** **Appendix 5**
- (ii) **Tenbury Applefest Association - £250.00** **Appendix 6**
- (iii) **Tenbury Chamber of Trade (Christmas Lights) - £650.00** **Appendix 7**

### FS25.29 GRANT APPLICATIONS

To consider the following grant applications to be funded from the Community Grants Budget (£3,000.00)

- (i) **Citizens Advice South Worcestershire - £1,250.00** **Appendix 8**  
**(LGA 1972 s.142)**
- (ii) **Tenbury Chamber of Trade - £500.00** **Appendix 9**  
**(LGA 1972 s.144)**
- (iii) **Dancefest** **Appendix 10**  
**(LGA 1972 s.145)**

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(iv) **Tenbury Town Band - £199.00**  
(LGA 1972 s.145)

**Appendix 11**

(v) **The Regal (Tenbury) Trust Ltd**  
(LGA 1972 s.145)

**Appendix 12**

**FS25.30 WEBSITE HOSTING & SUPPORT**

**Appendix 13**

To consider changing the website hosting and support to John Finch Computers Ltd from Vision ICT Ltd.

**FS25.31 THE PUMP ROOMS**

To consider the quotation of £3,000 from Ionic Surveying Ltd to carry out a survey of The Pump Rooms.

**FS25.32 BROADBAND**

**Appendix 14**

To consider the option to opt out or continue with the Business Assurance service.

**FS25.33 DATE AND TIME OF NEXT MEETING**

Monday 28<sup>th</sup> July 2025 at 7.15pm

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