

TENBURY TOWN COUNCIL 2025/26 FS07

You are hereby summoned to attend the meeting of the
FINANCE AND STAFFING COMMITTEE
to be held on
MONDAY 24th NOVEMBER 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)
18th November 2025

A G E N D A

FS25.68 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.

FS25.69 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.

FS25.70 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 of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct

**F
I
N
A
N
C
E
&
S
T
A
F
F
I
N
G**

FS25.71 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.

FS25.72 MINUTES

Appendix 1

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 29th September 2025.

FS25.73 BANK RECONCILIATIONS

Appendix 2

- (i) To confirm and note the monthly reconciliations of the Council's bank accounts for September 2025.
- (ii) To confirm and note the monthly reconciliations of the Council's bank accounts for October 2025.
- (iii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st September 2025 to 30th September 2025.
- (iv) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st October 2025 to 31st October 2025.

FS25.74 APPROVAL OF CREDITOR INVOICES

- (i) To approve the payments made during September 2025. Payments were authorised online by two authorised signatories and the Town Clerk. **Appendix 3**
- (ii) To approve the payments made during October 2025. Payments were authorised online by two authorised signatories and the Town Clerk. **Appendix 4**
- (iii) To approve the outstanding invoices for payment and payments made during November 2025. **Appendix 5**

FS25.75 REVENUE BUDGET MONITORING REPORT

Appendix 6

To receive from the Town Clerk the revenue budget monitoring report for the period ending 31st October 2025 and consider any recommendations therein.

FS25.76 DATE AND TIME OF NEXT MEETING

Monday 15th December 2025 at 7.15pm