

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 29th July 2024 at 7.15pm**
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

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

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk and Cllr. L. Davies.

FS24.37 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. R. Young due to illness.

FS24.38 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.

FS24.39 DISPENSATIONS

No requests for dispensation had been received.

FS24.40 PUBLIC PARTICIPATION

None

FS24.41 MINUTES

The Town Clerk updated the committee on an item from the previous minutes. The electricity contracts were not due for renewal and therefore will remain with the current provider.

Cllr. R. Connolly proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 24th June 2024. The proposal was seconded by Cllr. D. Patrick and

RESOLVED: (6 For, 1 Abstention)

To approve the minutes of the meeting of the Finance and Staffing Committee held on 24th June 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.

FS24.42 BANK RECONCILIATIONS

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

The account balances as at 30th June 2024 were confirmed as:

- Unity Trust Current Account - £1,956.30
- Unity Trust Deposit Account - £82,924.47
- CCLA Public Sector Deposit Fund – £306,504.99
- Worcestershire County Council 7 Day Notice Account - £21,035.28



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 30th June 2024.**
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st June 2024 to 30th June 2024.**

FS24.26 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during June 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 Town Clerk highlighted an additional invoice to add to the schedule, from Norris and Miles for £660.00 inclusive VAT.

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

It was proposed by Cllr. R. Perrin seconded by Cllr D. Patrick and unanimously:

RESOLVED:

- (i) To approve the schedule of paid invoices processed during June 2024.**
- (ii) To approve the schedule of outstanding invoices for payment and the payments made during July.**

FS24.44 REVENUE BUDGET MONITORING REPORT

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

It was proposed by Cllr. R. Connolly seconded by Cllr. E. Bunting and unanimously

RESOLVED:

- (i) To note the contents of the report.**
- (ii) To note the expenditure and income to 30th June 2024.**
- (iii) To note the forecasted variances in the budget.**

FS24.45 GRANT COMPLETION FORMS

Members considered the following completion form for a grant awarded in the previous financial year.



Tenbury Blooms - £500.00

Following a discussion, it was unanimously

RESOLVED:

To note and accept the completion form for a grant awarded in 2023/34 submitted on behalf of Tenbury Blooms - £500.00

FS24.46 DATE AND TIME OF NEXT MEETING

Monday 2nd September 2024 at 7.15pm

Meeting closed at 7.36 pm.

Signed

Date

