

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 28<sup>th</sup> July 2025 at 7:15pm**  
in **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllrs. R. Connolly, A. Gould {Chair}, D. Patrick, R. Perrin, S. Russell and B. Smith.

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

**FS25.34 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. S. Bowkett due to planned holidays.

**FS25.35 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.

**FS25.36 DISPENSATIONS**

None received.

**FS25.37 PUBLIC PARTICIPATION**

None

**FS25.38 MINUTES**

To approve as a true and accurate record the resolutions and minutes of the previous meeting held on 23<sup>rd</sup> June 2025.

It was noted that the agenda item **FS25.24 Minutes** stated Planning Committee and should read Finance and Staffing Committee

It was proposed by Cllr. S. Russell, seconded by Cllr. B. Smith and unanimously

**RESOLVED:**

**That the minutes of the Finance and Staffing Committee meeting held on 23<sup>rd</sup> June 2025 were confirmed as a true and accurate account of the meeting and were duly signed by the Chair as a true and accurate record of the proceedings.**

**FS25.39 BANK RECONCILIATIONS**

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

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

- Unity Trust Current Account - £2,468.85
- Unity Trust Deposit Account - £94,418.98
- CCLA Public Sector Deposit Fund - £354,814.21



- Worcestershire County Council 7-Day Notice Account - £22,144.62

It was proposed by Cllr. S. Russell seconded by Cllr. R. Perrin and unanimously

**RESOLVED:**

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

**FS25.40 APPROVAL OF CREDITOR INVOICES**

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

It was proposed by Cllr. S. Russell, seconded by Cllr. R. Perrin and unanimously

**RESOLVED:**

- To approve the schedule of paid invoices processed during June 2025.**

The schedule of outstanding invoices for payment and payments made during July 2025 was presented to Members and duly signed by the Chair.

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

**RESOLVED:**

- To approve the schedule of outstanding invoices for payment and the payments made during July.**

**FS25.41 REVENUE BUDGET MONITORING REPORT**

Members received from the Town Clerk the revenue budget monitoring report for the quarter ending 30<sup>th</sup> June 2025 and considered any recommendations therein.

It was noted that building insurance and the repairs to The Regal roof could potentially be budget overspends.

It was proposed by Cllr. R. Connolly seconded by Cllr. S. Russell and unanimously

**RESOLVED:**

- The Committee noted the contents of the Revenue Budget Monitoring Report.**
- The Committee noted the expenditure and income to the 30<sup>th</sup> June 2025.**



- (iii) **The Committee noted the forecasted over and underspends and agreed the recommendations regarding the forecasted over and underspends.**
- (iv) **The Committee agreed the Town Clerk to transfer a balance from the Unity Trust Instant Access Account to the Public Sector Deposit Fund (CCLA).**

#### **FS25.42 RISK MANAGEMENT**

Members reviewed and considered any required actions regarding the risk registers.

- (i) Asset Risk Register

It was proposed by Cllr. R. Connolly seconded by Cllr. B. Smith and unanimously

##### **RESOLVED:**

**To note no amendments to the Asset Risk Register.**

- (ii) Governance and Financial Risk Register

Following discussion, Members agreed on several issues, which will impact to the Governance and Financial Risk Register to include:

- A contingency plan for the loss of a key officer.
- A contingency plan for the event of a flood.
- Increased risk due to inadequate insurance cover.
- Increased risk to Lack of Maintenance due to insurance status.

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

##### **RESOLVED:**

**To note the Governance and Financial Risk Register and Members to prepare contingency plans to address the points raised.**

#### **FS25.43 INSURANCE**

Members noted the additional insurance premium of £162.46 to cover The Regal roof works as per the contract.

#### **FS25.44 DATE AND TIME OF NEXT MEETING**

Monday 1<sup>st</sup> September 2025 at 7.15pm

Meeting closed at 7:46pm

Signed: .....

Date: .....

