

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 1st September 2025 at 7:15pm**
in **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

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

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

FS25.45 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. R. Connolly due to a planned holiday.

FS25.46 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.

FS25.47 DISPENSATIONS

None received.

FS25.48 PUBLIC PARTICIPATION

None

FS25.49 MINUTES

To approve as a true and accurate record the resolutions and minutes of the previous meeting held on 28th July 2025.

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

RESOLVED:

That the minutes of the Finance and Staffing Committee meeting held on 28th July 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.

FS25.50 BANK RECONCILIATIONS

Members received the bank reconciliations for the period ending 31st July 2025.

The account balances as at 31st July 2025 were confirmed as:

- Unity Trust Current Account - £13,863.90
- Unity Trust Deposit Account - £53,418.98
- CCLA Public Sector Deposit Fund - £356,060.92
- Worcestershire County Council 7-Day Notice Account - £22,144.62

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



RESOLVED:

- (i) To confirm and note that the Council's bank accounts had been appropriately reconciled to 31st July 2025.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts during the period 1st July to 31st July 2025.

FS25.51 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during July 2025 was 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 payment and payments made during August 2025 was presented to Members and duly signed by the Chair.

The Town Clerk presented an additional schedule with updated invoices and credit notes received from SSE in respect of the electricity supply for the footway lighting.

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

RESOLVED:

- (i) To approve the schedule of paid invoices processed during July 2025.
- (ii) To approve the schedule of outstanding invoices for payment and the payments made during August.

FS25.52 CONTINGENCY PLAN

Members considered forming a working group to prepare a contingency plan in the event of flooding.

RESOLVED:

To agree the decision on a working group to prepare a contingency plan in the event of flooding be considered at the next Full Council meeting on 8th September 2025.

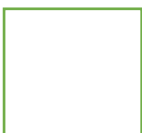
FS25.53 KEYMAN INSURANCE COVER

Members considered the additional premium of £56.00 for Keyman cover for the Town Clerk and RFO position.

It was proposed by Cllr. A. Gould seconded by Cllr. R. Perrin and unanimously

RESOLVED:

To agree the additional premium of £56.00 for Keyman Cover.



FS25.54 DATE AND TIME OF NEXT MEETING

Monday 29th September 2025 at 7.15pm

Meeting closed at 7:45pm

Signed:

Date:

