

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 24th February 2025 at 7.50pm**
at The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

PRESENT: Cllrs. 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.

FS24.103 APOLOGIES FOR ABSENCE

All Members of the committee were present.

FS24.104 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.

FS24.105 DISPENSATIONS

No requests for dispensation had been received.

FS24.106 PUBLIC PARTICIPATION

None

FS24.107 MINUTES

Cllr. D. Patrick proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 27th January 2025. The proposal was seconded by Cllr. S. Russell and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 27th January 2025 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.

FS24.108 BANK RECONCILIATIONS

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

The account balances as of 31st January 2025 were confirmed as:

- Unity Trust Current Account - £4,843.42
- Unity Trust Deposit Account - £66,121.18
- CCLA Public Sector Deposit Fund – £328,259.46
- Worcestershire County Council 7 Day Notice Account - £21,622.02

It was proposed by Cllr. S. Bowkett seconded by Cllr. E. Bunting and unanimously



RESOLVED:

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

FS24.109 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during January 2025 were 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 payments were presented to Members and the schedule duly signed by the Chair.

The Town Clerk added two invoices for £18.00 to Sue's Bespoke Cakes. It was noted that XLN Daisy Communications have charged an additional £9.42 for broadband, which has been queried. The Town Clerk informed the committee that there will be an unexpected substantial invoice in the next period in the region of £2,000 for the repair to the bowling green lawnmower, which has suffered damage.

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

RESOLVED:

- (i) To approve the schedule of paid invoices processed during January 2025
- (ii) To approve the schedule of outstanding invoices and the payments made during February.

FS24.110 PAYROLL SLA 2025/2026

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

RESOLVED:

To agree the Payroll Service Level Agreement for the period 1st April 2025 – 31st March 2026.

FS24.111 DATE AND TIME OF NEXT MEETING

Monday 24th March 2025 at 7.15pm

Meeting Closed 7.58pm

Signed

Date

