

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 29th April 2024 at 7.30pm**
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

PRESENT: Cllrs. S. Bowkett, D. Ingram, D. Patrick and R. Perrin [Chair].

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk, Cllr. R. Connolly, Cllr. A. Gould and Cllr. S. Russell.

FS24.01 APOLOGIES FOR ABSENCE

There were no apologies received.

FS24.02 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.

FS24.03 DISPENSATIONS

No requests for dispensation had been received.

FS24.04 PUBLIC PARTICIPATION

None.

FS24.05 MINUTES

Cllr. D. Patrick proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 25th March 2024. The proposal was seconded by Cllr. S. Bowkett and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 25th March 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.

FS24.06 BANK RECONCILIATIONS

Members received the bank reconciliations for the period ending 31st March 2024.

The account balances as at 31st March 2024 were confirmed as:

- Unity Trust Current Account - £8,423.78
- Unity Trust Deposit Account - £12,461.57
- CCLA Public Sector Deposit Fund – £302,507.85
- Worcestershire County Council 7 Day Notice Account - £21,035.28

It was unanimously:



RESOLVED:

- (i) To confirm and note that the Council’s bank accounts had been appropriately reconciled to 31st March 2024.
- (ii) To confirm and note the receipts received and payments authorised from the Council’s bank accounts from 1st March 2024 to 31st March 2024.

FS24.07 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during March 2024 was examined by the Committee. It was noted that the payments were authorised online by two authorised signatories and the Town Clerk.

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

The Town Clerk highlighted invoices for payment to Browne’s Boot Camp (assault course) - £800, J. M. Entertainment (climbing wall, balloon blaster and garden games) - £1,340 and One Stop Promotions (Bunting) - £562.50, which have been ordered for the D-Day Saturday Event on the Burgage. Grant funding has been awarded from WCC, Cllr. David Chambers for the climbing wall, balloon blaster and garden games and from Malvern Hills District Council for the bunting and assault course.

It was proposed by Cllr. D. Patrick seconded by Cllr. S. Bowkett unanimously

RESOLVED:

- (i) To approve the schedule of payments processed during March 2024.
- (ii) To approve the schedule of outstanding invoices for payment and payments made during April 2024.

FS24.08 COMMUNITY INFRASTRUCTURE LEVY

Members noted the Community Infrastructure Levy receipt of £391.92 following the commencement of a development at land adjacent to Haws Hill, Sutton.

FS24.09 DATE AND TIME OF NEXT MEETING

Monday 3rd June 2024 at 7.15pm

Meeting closed at 7.45pm.

Signed

Date

