

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 27th January 2025 at 7.35pm**
at The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

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

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

FS24.88 APOLOGIES FOR ABSENCE

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

FS24.89 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.

FS24.90 DISPENSATIONS

No requests for dispensation had been received.

FS24.91 PUBLIC PARTICIPATION

None

FS24.92 MINUTES

Cllr. S. Russell proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 16th December 2024. The proposal was seconded by Cllr. D. Patrick and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 16th December 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.

FS24.93 BANK RECONCILIATIONS

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

The account balances as of 31st December 2024 were confirmed as:

- Unity Trust Current Account - £4,514.46
- Unity Trust Deposit Account - £76,121.18
- CCLA Public Sector Deposit Fund – £326,940.42
- Worcestershire County Council 7 Day Notice Account - £21,622.02

It was unanimously

RESOLVED:



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

FS24.94 APPROVAL OF CREDITOR INVOICES

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

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

RESOLVED:

- (i) To approve the schedule of paid invoices processed during December 2024.
- (ii) To approve the schedule of outstanding invoices and the payments made during January.

FS24.95 GRANT APPLICATION

Following a discussion it was proposed by Cllr. E. Bunting seconded by Cllr. R. Perrin and unanimously

RESOLVED:

To award We Are Men United CIC grant funding of £500.00 under LGA 1972 s.137 – Power of Local Authorities to incur expenditure for certain purposes not otherwise authorised.

FS24.96 ELECTRICITY CONTRACTS

Members considered the electricity renewal contract prices for the Changing Rooms and the Pavilion and Groundsman's shed.

It was proposed by Cllr. D. Patrick seconded by Cllr. S. Russell and unanimously

RESOLVED:

To agree a 2-year contract with British Gas Lite (BGL) for the supply of electricity to the Football Changing Rooms and The Pavilion & Groundsman's Shed.

FS24.97 DEPOSIT ACCOUNT

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



RESOLVED:

To approve the Town Clerk to transfer a sum from the Unity Trust Deposit Account to the CCLA Public Sector Deposit Fund or the Worcestershire County Council 7-Day Notice Account as deemed appropriate.

FS24.98 REVENUE BUDGET MONITORING REPORT

Members received from the Town Clerk the revenue budget monitoring report for the period ending 31st December 2024 and considered the recommendations therein.

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

RESOLVED:

- (i) The Committee noted the contents of the Revenue Budget Monitoring Report.**
- (ii) The Committee noted the expenditure and income to the 31st December 2024.**
- (iii) The Committee noted the forecasted over and underspends and agreed the recommendations regarding the forecasted over and underspends.**

FS24.99 EXCLUSION OF PRESS AND PUBLIC

Members agreed the exclusion of Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960.

FS24.100 STAFFING

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

RESOLVED:

To agree the recommended pay award for the Community Builder.

FS24.101 RE-ADMISSION OF PRESS AND PUBLIC

There being no further confidential business, Members agreed a motion to readmit the press and public for the remainder of the meeting.

FS24.102 DATE AND TIME OF NEXT MEETING

Monday 24th February 2025 at 7.15pm

Meeting closed at 7.55pm.

Signed

Date

