

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 29<sup>th</sup> January 2024 at 7.20pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllr. S. Bowkett, G. Brittain [Chair], D. Ingram, D. Patrick and R. Perrin.

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

**FS23.79 ELECTION OF VICE-CHAIR**

Cllr. R. Perrin proposed seconded by Cllr. D. Ingram and unanimously

**RESOLVED:**

**Cllr. R. Perrin was elected as Vice-chair of the Finance and Staffing Committee for the remainder of 2023/24.**

**FS23.80 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. C. Dey-Badham due to a family illness.

**FS23.81 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.

**FS23.82 DISPENSATIONS**

No requests for dispensation had been received.

**FS23.83 PUBLIC PARTICIPATION**

None.

**FS23.84 MINUTES**

Cllr. D. Ingram proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 18<sup>th</sup> December 2023. The proposal was seconded by Cllr. D. Patrick and unanimously,

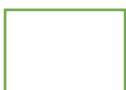
**RESOLVED:**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 18<sup>th</sup> December 2023 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.**

**FS23.85 BANK RECONCILIATIONS**

Members received the bank reconciliations for the period ending 31<sup>st</sup> December 2023.

The account balances as at 31<sup>st</sup> December 2023 were confirmed as:



- Unity Trust Current Account - £5,874.48
- Unity Trust Deposit Account - £67,126.78
- CCLA Public Sector Deposit Fund – £298,574.62
- Worcestershire County Council 7 Day Notice Account - £20,440.28

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

**RESOLVED:**

- (i) **To confirm and note that the Council’s bank accounts had been appropriately reconciled to 31<sup>st</sup> December 2023.**
- (ii) **To confirm and note the receipts received and payments authorised from the Council’s bank accounts from 1<sup>st</sup> December 2023 to 31<sup>st</sup> December 2023.**

**FS23.86 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during December 2023 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 payments was presented to Members and duly signed by the Chair.

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

**RESOLVED:**

- (i) **To approve the schedule of payments processed during December 2023.**
- (ii) **To approve the schedule of outstanding invoices for payment and payments made during January 2024.**

**FS23.87 LAWNMOWER**

Members considered the purchase of a new lawnmower.

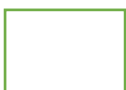
Following discussion on the purchasing options, it was proposed by Cllr. R. Perrin seconded by Cllr. D. Ingram and unanimously

**RESOLVED:**

**To agree the purchase of a Mountfield SP53 lawnmower at a cost of £332.50 excluding VAT, from Carpenter Goodwin Leominster, to be funded from the Equipment Reserve.**

**FS23.88 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.



**FS23.89 STAFFING MATTERS**

The Town Clerk stated that the Caretaker has given notice to retire, which will leave two positions vacant. It was unanimously:

**RESOLVED:**

**To advertise both vacancies on the same terms and conditions.**

**FS23.90 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.

**FS23.91 DATE AND TIME OF NEXT MEETING**

Monday 26<sup>th</sup> February 2024 at 7.15pm

Meeting closed at 7.42pm.

Signed .....

Date .....

