

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 23rd June 2025 at 7:15pm**
in **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

PRESENT: Cllrs. S. Bowkett, R. Connolly [Chair], D. Patrick, R. Perrin S. Russell and B. Smith.

IN ATTENDANCE: The Town Clerk

FS25.21 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. E. Bunting and Cllr. A. Gould due to planned holidays.

FS25.22 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.

FS25.23 PUBLIC PARTICIPATION

None

FS25.24 MINUTES

To approve as a true and accurate record the resolutions and minutes of the previous meeting held on 2nd June 2025.

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

RESOLVED:

That the minutes of the Finance and Staffing Committee meeting held on 2nd June 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.

FS25.25 BANK RECONCILIATIONS

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

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

- Unity Trust Current Account - £12,477.93
- Unity Trust Deposit Account - £115,363.27
- CCLA Public Sector Deposit Fund - £353,513.86
- Worcestershire County Council 7-Day Notice Account - £22,144.62

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



RESOLVED:

- (i) **To confirm and note that the Council's bank accounts had been appropriately reconciled to 31st May 2025.**

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

RESOLVED:

- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts during the period 1st May to 31st May 2025.**

FS25.27 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during May 2025 was examined by the Committee. It was noted that the payments were authorised online by two authorised Member signatories and the Town Clerk.

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

RESOLVED:

- (i) **To approve the schedule of paid invoices processed during May 2025.**

The schedule of outstanding invoices for payment and payments made during June 2025 was presented to Members and duly signed by the Chair.

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

RESOLVED:

- (ii) **To approve the schedule of outstanding invoices for payment and the payments made during June.**

FS25.28 GRANT COMPLETION FORMS

Members considered the following completion forms for grants awarded in the previous financial year.

- (i) Citizens Advice South Worcestershire - £1,250.00
- (ii) Tenbury Applefest Association - £250.00
- (iii) Tenbury Chamber of Trade (Christmas Lights) - £650.00

Following a discussion on the events and services provided, it was proposed by Cllr. S. Russell, seconded by Cllr. B. Smith and unanimously

RESOLVED:

To note and accept the following completion forms for grants awarded in 2024/2025, submitted on behalf of:

- (i) **Citizens Advice South Worcestershire - £1,250.00**



- (ii) Tenbury Applefest Association - £250.00
- (iii) Tenbury Chamber of Trade (Christmas Lights) - £650.00

FS25.29 GRANT APPLICATIONS

Four applications were received from organisations requesting grant funding towards events, services or equipment. It was noted that unfortunately Dancefest were unable to apply due to other budgetary issues. Each application was considered in succession.

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

RESOLVED:

- (i) Citizens Advice South Worcestershire

To award Citizens Advice South Worcestershire grant funding of £1,250.00 under the Local Government Act (LGA) 1972 s.142 – Power to assist bodies in advising individuals and by making or receiving communications or by providing representation to or before any body or person in asserting an individual's rights or obligations.

It was proposed by Cllr. D. Patrick, seconded by Cllr. B. Smith and unanimously

RESOLVED:

- (ii) Tenbury Chamber of Trade (Christmas Lights)

To award Tenbury Chamber of Trade grant funding of £500.00 under the LGA 1972 s.144 – Power to contribute to organisations encouraging tourism.

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

RESOLVED:

- (iii) Tenbury Town Band

To award Tenbury Town Band grant funding of £199.00 under the LGA 1972 s.145 – Power to provide entertainment and support of the arts.

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

RESOLVED:

- (iv) The Regal (Tenbury) Trust Ltd

To award The Regal (Tenbury) Trust Ltd grant funding of £500.00 under the LGA 1972 s.145 – Power to provide entertainment and support of the arts.

FS25.30 WEBSITE HOSTING & SUPPORT

The committee considered the option to change the website hosting and support to John Finch Computer Ltd at a monthly cost of £40.00, which is an estimated



additional cost of £200.00 per annum. However, it was noted that the domain name fee would remain with the present website and support provider Vision ICT.

Following a discussion on the current services provided by John Finch Computers Ltd, it was proposed by Cllr. R Connolly, seconded by Cllr. B. Smith and unanimously

RESOLVED:

To agree to change the website hosting and support provider to John Finch Computers Ltd at a cost of £40.00 per month.

FS25.31 THE PUMP ROOMS

Members considered the quotation of £3,000.00 from Ionic Surveying Ltd to carry out a survey of The Pump Rooms.

Following a discussion on the various structural issues and the brief of the survey it was proposed by Cllr. R. Perrin, seconded by Cllr. S. Russell and unanimously

RESOLVED:

To agree the quotation of £3,000.00 from Ionic Surveying Ltd to undertake an internal and external structural survey of The Pump Rooms.

FS25.32 BROADBAND

Consideration was given to the option to opt out of the additional Business Assurance service, which is currently costing £7.22 per month.

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

RESOLVED:

To agree to opt out of the additional Business Assurance service provided by XLN.

FS25.33 DATE AND TIME OF NEXT MEETING

Monday 28th July 2025 at 7:15pm

Meeting closed at 7:46pm

Signed:

Date:

