

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 24th March 2025 at 7.15pm**
at The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

PRESENT: Cllr. S. Bowkett, E. Bunting, R. Connolly, A. Gould [Chair], R. Perrin and S. Russell.

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

FS24.112 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. D. Patrick due to illness.

FS24.113 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.

FS24.114 DISPENSATIONS

No requests for dispensation had been received.

FS24.115 PUBLIC PARTICIPATION

None

FS24.116 MINUTES

Cllr. S. Russell proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 24th February 2025. The proposal was seconded by Cllr. E. Bunting and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 24th February 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.

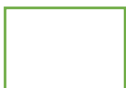
FS24.117 BANK RECONCILIATIONS

Members received the bank reconciliations for the period ending 28th February 2025.

The account balances as of 28th February 2025 were confirmed as:

- Unity Trust Current Account - £5,096.72
- Unity Trust Deposit Account - £10,621.18
- CCLA Public Sector Deposit Fund – £369,574.04
- Worcestershire County Council 7 Day Notice Account - £21,622.02

It was proposed by Cllr. R. Connolly seconded by Cllr. R. Perrin and unanimously



RESOLVED:

- (i) **To confirm and note that the Council's bank accounts had been appropriately reconciled to 28th February 2025.**
- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st February 2025 to 28th February 2025.**

FS24.118 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during February 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 highlighted her amended payment schedule to include payments for the Lengthsman, Highground Maintenance Ltd for work on the tennis court and bowling green, streetlighting and a refund to the football club.

Members queried the invoice for tree works. The Town Clerk explained that the invoice included maintenance works agreed by the Council and additional works in the cemetery following storm damage.

A Member queried the invoice for electricity to the Pavilion. The Town Clerk stated that the invoice was excessive due to the drying equipment that had been installed in the Pavilion following the flood and will be covered as part of the insurance claim.

The Town Clerk stated that the structural survey of the referee changing room had been undertaken and the report would follow.

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

RESOLVED:

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

FS24.119 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.

FS24.120 STAFFING MATTERS

The Town Clerk updated Members on the current staffing matters.



FS24.121 RE-ADMISSION OF PRESS AND PUBLIC

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

FS24.122 DATE AND TIME OF NEXT MEETING

Monday 28th April 2025 at 7.15pm

Meeting Closed 7.27pm

Signed

Date

