

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 28th April 2025 at 7.40pm**
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

PRESENT: Cllr. 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.

FS25.01 APOLOGIES FOR ABSENCE

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

FS25.02 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.

FS25.03 DISPENSATIONS

No requests for dispensation had been received.

FS25.04 PUBLIC PARTICIPATION

None

FS25.05 MINUTES

Cllr. S. Russell proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 24th March 2025. 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 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.

FS25.06 BANK RECONCILIATIONS

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

The account balances as of 31st March 2025 were confirmed as:

- Unity Trust Current Account - £4,405.61
- Unity Trust Deposit Account - £9,363.27
- CCLA Public Sector Deposit Fund – £350,837.40
- Worcestershire County Council 7 Day Notice Account - £22,144.62

It was proposed by Cllr. S. Russell 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 March 2025.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st March 2025 to 31st March 2025.

FS25.07 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during March 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.

It was proposed by Cllr. D. Patrick seconded by Cllr E. Bunting and unanimously:

RESOLVED:

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

FS25.08 OBSOLETE EQUIPMENT

Members considered a request to purchase an obsolete PC. The PC is no longer in use and has been cleared of all data and programs.

Following discussion I was proposed by Cllr. R. Perrin seconded by Cllr. S. Russell and unanimously

RESOLVED:

To agree the sale of an obsolete PC for the fee of £10 plus VAT.

F25.09 MINDME DEVICES

Members noted the position regarding the MindMe security devices and considered sourcing an alternative supplier.

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

RESOLVED:

To agree to source an alternative provider for the lone worker security devices



FS25.10 DATE AND TIME OF NEXT MEETING

Monday 2nd June 2025 at 7.15pm

Meeting Closed 7.56pm

Signed

Date

