

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **Monday 29th September 2025 at 7:50pm**
in **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 and the Assistant to the Town Clerk.

FS25.55 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. R. Connolly and Cllr. B. Smith due to planned holidays.

FS25.56 DECLARATION OF INTEREST

A declaration of interest was made by Cllr. A. Gould, under the Code of Conduct pursuant to the Localism Act 2011, in respect of item **FS25.65 TWINNING ASSOCIATION** on the agenda due to Cllr. Gould being a member of the association.

FS25.57 DISPENSATIONS

None received.

FS25.58 PUBLIC PARTICIPATION

None

FS25.59 MINUTES

To approve as a true and accurate record the resolutions and minutes of the previous meeting held on 1st September 2025.

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

RESOLVED:

That the minutes of the Finance and Staffing Committee meeting held on 1st September 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.

FS25.60 BANK RECONCILIATIONS

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

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

- Unity Trust Current Account - £3,807.97
- Unity Trust Deposit Account - £43,418.98
- CCLA Public Sector Deposit Fund - £357,339.20



- Worcestershire County Council 7-Day Notice Account - £22,144.62
It was proposed by Cllr. S. Russell seconded by Cllr. D. Patrick and unanimously

RESOLVED:

- To confirm and note that the Council's bank accounts had been appropriately reconciled to 31st August 2025.**
- To confirm and note the receipts received and payments authorised from the Council's bank accounts during the period 1st August to 31st August 2025.**

FS25.61 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during August 2025 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 payment and payments made during September 2025 was presented to Members and duly signed by the Chair.

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

RESOLVED:

- To approve the schedule of paid invoices processed during August 2025.**
- To approve the schedule of outstanding invoices for payment and the payments made during September.**

FS25.62 EXTERNAL AUDIT

Members received and noted the Notice of Conclusion of Audit for the financial year ended 31 March 2025

RESOLVED:

- The Committee noted that the audit of the Council's Annual Governance and Accountability (AGAR), for the year ending 31 March 2025, has been concluded on 6 September 2025.**
- The Committee noted that the auditor has issued an unqualified opinion.**

FS25.63 WEBSITE

To consider the quotation of £1,500 (discounted from £3,500) to rebuild the Town Council's website.

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



RESOLVED:

To agree the quotation of £1,500 (discounted from £3,500), from John Finch Computers, to rebuild the Town Council's website.

FS25.64 BUDGET REVIEW

Members reviewed the Committee's budgets and considered any recommendations for the 2026/2027 Revenue Budget. There were no recommendations.

FS25.65 TWINNING ASSOCIATION

Members considered the request for funding from Tenbury Twinning Association to help host the French contingency on their next visit to Tenbury.

The Town Clerk was requested to contact the Twinning Association and state that while the Committee is very supportive of the association, that the request for funding be resubmitted in the year of the visit (2027) and that the application includes more information and details of their plans.

FS25.66 THE REGAL

It was proposed by S. Russell seconded by E. Bunting and unanimously

RESOLVED:

To note and approve the replacement window quotation and repairs to be included within the Phase 1 works.

FS25.67 DATE AND TIME OF NEXT MEETING

Monday 20th October 2025 at 7.15pm

Meeting closed at 8.17pm

Signed:

Date:

