

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 25<sup>th</sup> March 2024 at 7.25pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

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

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

**FS23.102 APOLOGIES FOR ABSENCE**

Members received apologies from Cllr. D. Ingram due to a personal commitment.

**FS23.103 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.

**FS23.104 DISPENSATIONS**

No requests for dispensation had been received.

**FS23.105 PUBLIC PARTICIPATION**

None.

**FS23.106 MINUTES**

Cllr. S. Bowkett proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 26<sup>th</sup> February 2024. 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 26<sup>th</sup> February 2024 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.**

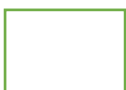
**FS23.107 BANK RECONCILIATIONS**

Members received the bank reconciliations for the period ending 29<sup>th</sup> February 2024.

The account balances as at 29<sup>th</sup> February 2024 were confirmed as:

- Unity Trust Current Account - £4,373.86
- Unity Trust Deposit Account - £47,126.78
- CCLA Public Sector Deposit Fund – £301,252.39
- 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 29<sup>th</sup> February 2024.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> February 2024 to 29<sup>th</sup> February 2024.

**FS23.108 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during February 2024 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.

The Town Clerk highlighted invoices for payment to be included that were not on the schedule.

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

**RESOLVED:**

- (i) To approve the schedule of payments processed during February 2024.
- (ii) To approve the schedule of outstanding invoices for payment and payments made during March 2024.

**FS23.109 THE PUMP ROOMS**

Members considered the gas and electricity contract renewal prices for The Pump Rooms and queried the gas price for a 3-year contract. The Town Clerk was requested to confirm with the energy broker the figure and if it was lower, to accept the proposed 3-year contract.

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

**RESOLVED:**

**To agree a 3-year contract with E.ON for the provision of electricity and gas for The Pump Rooms.**

**FS23.110 THE LENGTHSMAN**

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

**RESOLVED:**

**To note and accept the increase in the Lengthsman hourly rate from £15.75 to £16.50.**



**FS23.111 CHANGING ROOMS**

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

**RESOLVED:**

**To note and accept the increase in the contractor's fee for cleaning the Changing Rooms from £19.62 to £22.56 per hour.**

**FS23.112 DATE AND TIME OF NEXT MEETING**

Monday 29<sup>th</sup> April 2024 at 7.15pm

Meeting closed at 7.28pm.

Signed .....

Date .....

