

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held on **MONDAY 27TH SEPTEMBER 2021** at 7.15pm
at The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

PRESENT: Cllrs. S. Bowkett, E. Hudson, J. Morgan and D. Patrick (Chair).

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

FS21.44 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. A. Corfield for medical reasons and Cllr. J. Fielder due to a personal commitment.

FS21.45 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.

FS21.46 DISPENSATIONS

The Town Clerk stated that no requests for dispensation had been received.

FS21.47 PUBLIC PARTICIPATION

None

FS21.48 MINUTES

Cllr. Morgan proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 19th July 2021. The proposal was seconded by Cllr. Hudson and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 19th July 2021 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.

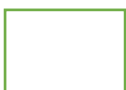
FS21.49 BANK RECONCILIATIONS

Members received the bank reconciliations for the periods ending 31st July and 31st August 2021.

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

Unity Trust Current Account - £52,677.91
Unity Trust Deposit Account - £166.74
CCLA Public Sector Deposit Fund – £30,215.32
Worcestershire County Council 7 Day Notice Account - £168,680.52

It was proposed by Cllr. Morgan seconded by Cllr. Bowkett and unanimously



RESOLVED:

- (i) To confirm and note that the Council bank accounts had been appropriately reconciled to 31st July 2021 and 31st August 2021.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st July 2021 to 31st July 2021 and from 1st August 2021 to 31st August 2021.

FS21.50 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during August and September 2021 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 payment for September 2021 was presented to Members.

It was proposed by Cllr. Morgan seconded by Cllr. Bowkett and unanimously

RESOLVED:

- (i) To approve the schedule of paid invoices processed during August 2021 and September 2021.
- (ii) To approve the schedule of outstanding invoices for payment and an additional £200.00 for Parkinson Partnership LLP for VAT advice.

FS21.51 OPTION TO TAX

The Committee noted the acknowledgement from H M Revenue & Customs of the permission for the Option to Tax the Pavilion.

FS21.52 DATE AND TIME OF NEXT MEETING

18th October 2021 at 7.15pm

Meeting closed at 7.30pm.

Signed

Date

