

Minutes of the meeting of the **FINANCE AND STAFFING COMMITTEE**
held remotely via Microsoft Teams on

MONDAY 22nd MARCH 2021
at 6:30pm

For the purpose of transacting the business on the Agenda below
(Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England)
Regulations 2020)

PRESENT: Cllrs. S. Bowkett, A. Corfield, D. Dowell, M. Drummond, J. Fielder, E. Hudson and D. Patrick [**Chair**].

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk and Cllr. L. Davies.

FS20.50 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. Morgan due to work commitments.

FS20.51 DECLARATIONS 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.

FS20.52 DISPENSATIONS

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

FS.20.53 PUBLIC PARTICIPATION

None

FS20.54 MINUTES

Cllr. Drummond proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on the 26th January 2021. The proposal was seconded by Cllr. Fielder and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 26th January 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.

FS20.55 BANK RECONCILIATIONS

Members received the bank reconciliations for the period ending 28th February 2021.

The account balances as at 28th February were confirmed as:



Unity Trust Current Account - £26,944.90
Unity Trust Deposit Account - £166.74
CCLA Public Sector Deposit Fund – £55,209.39
Worcestershire County Council 7 Day Notice Account - £168,596.09

RESOLVED:

- (i) To confirm and note that the Council bank accounts had been appropriately reconciled to 28th February 2021. The bank reconciliations were duly signed as correct by Cllr. Bowkett.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1st January to 31st January 2021 and from 1st February to the 28th February 2021.

FS20.56 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during February 2021 and March 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 March 2021 were presented to Members.

- (i) It was proposed by Cllr. Drummond seconded by Cllr. Hudson and unanimously

RESOLVED:

To approve the schedule of paid invoices processed during February 2021 and March 2021.

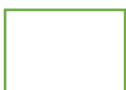
- (ii) It was proposed by Cllr. Drummond seconded by Cllr. Fielder and unanimously

RESOLVED:

To approve the schedule of outstanding invoices for payment.

FS20.57 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) the Public Bodies (Admission to Meetings) Act 1960:



FS20.58 CLEANER & CARETAKER

Following a discussion on the position it was unanimously:

RESOLVED:

To approve the Job Description and Contract of Employment, with the employee commencing duties on 1 April 2021.

FS20.59 RE-ADMISSION OF PRESS AND PUBLIC

There being no further confidential business, Members agreed to readmit the press and public for the remainder of the meeting.

FS20.60 DATE AND TIME OF NEXT MEETING

To be confirmed

Meeting closed at 6.40pm.

Signed

Date

