

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **MONDAY 19<sup>TH</sup> JULY 2021 at 7.15pm**  
at The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

**PRESENT:** Cllrs. A. Corfield, D. Dowell, J. Fielder, E. Hudson, J. Morgan and D. Patrick (Chair).

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

**FS21.34 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Bowkett due to work commitments.

**FS21.35 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.

**FS21.36 DISPENSATIONS**

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

**FS21.37 PUBLIC PARTICIPATION**

None

**FS21.38 MINUTES**

Cllr. Morgan proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 28<sup>th</sup> June 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 28<sup>th</sup> June 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.**

Cllr Dowell joined the meeting at 7:17pm

**FS21.39 BANK RECONCILIATIONS**

Members received the bank reconciliations for the period ending 30<sup>th</sup> June 2021.

The account balances as at 30<sup>th</sup> June were confirmed as:

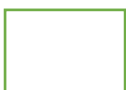
Unity Trust Current Account - £59,446.27

Unity Trust Deposit Account - £166.74

CCLA Public Sector Deposit Fund – £30,213.97

Worcestershire County Council 7 Day Notice Account - £168,680.52

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



**RESOLVED:**

- (i) To confirm and note that the Council bank accounts had been appropriately reconciled to 30<sup>th</sup> June 2021.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> June to 30<sup>th</sup> June 2021.

**FS21.40 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during June and July 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 July 2021 were presented to Members.

It was proposed by Cllr. Hudson seconded by Cllr. Corfield and unanimously

**RESOLVED:**

- (i) To approve the schedule of paid invoices processed during June 2021 and July 2021.

It was proposed by Cllr. Corfield seconded by Cllr. Fielder and unanimously

- (ii) To approve the schedule of outstanding invoices for payment.

**FS21.41 REVENUE BUDGET MONITORING REPORT**

The Town Clerk presented Members with the revenue budget monitoring report for the quarter ending 30<sup>th</sup> June 2021.

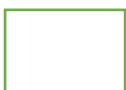
It was noted that additional expenditure had been incurred due to the requirement for building reinstatement valuations to be carried out for insurance purposes, which due to the increase in valuations had generated an increase in the insurance premium.

In additional, it was noted that due to the partial exemption calculation VAT cannot be reclaimed on works relating to exempt supplies. Amounts relating to the insurance works will be reclaimed from Zurich.

Following discussion Cllr. Morgan proposed seconded by Cllr. Fielder and unanimously

**RESOLVED:**

- (i) The Committee noted the contents of the Revenue Budget Monitoring Report.
- (ii) The Committee noted the expenditure up to the 30<sup>th</sup> June 2021.



(iii) The Committee noted the forecasted over and underspends.

**FS21.42 INSURANCE**

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

**RESOLVED:**

**To note and accept the revised insurance schedule and additional premium of £897.97.**

**FS21.43 DATE AND TIME OF NEXT MEETING**

27<sup>th</sup> September 2021 at 7.15pm

Meeting closed at 7.27pm.

Signed .....

Date .....

