

## TENBURY TOWN COUNCIL 2024/25 FS04

You are hereby summoned to attend the meeting of the  
**FINANCE AND STAFFING COMMITTEE**  
to be held on  
**MONDAY 29<sup>th</sup> JULY 2024**

at 7:15pm in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA

For the purpose of transacting the following business as set out in the agenda below.

**Members of the public are invited, please notify the Town Clerk prior to the meeting if you wish to attend.**

*L. Bruton*

Lesleyann Bruton (Mrs.)  
Town Clerk  
(01584 810118/07375 939819)  
22<sup>nd</sup> July 2024

### A G E N D A

#### FS24.37 APOLOGIES FOR ABSENCE

To receive apologies submitted by Members of the Committee for absence. Schedule 12 of the Local Government Act 1972 requires that a record be kept of the Members present and that this record forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

#### FS24.38 DECLARATION OF INTEREST

To receive declarations of interest made by Members under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

- (i) To declare any Disclosable Interests in items on the agenda and their nature.
- (ii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest that falls within the Code of Conduct para 12 (4) (b) must leave the meeting for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

#### FS24.39 DISPENSATIONS

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and or/vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct

#### FS24.40 PUBLIC PARTICIPATION

To receive any questions that may be put to the meeting on items on the agenda by members of the public.

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The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to Standing Order 3(f), a member of the public shall not speak for more than 5 minutes.

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### FS24.41 MINUTES

**Appendix 1**

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 24<sup>th</sup> June 2024.

### FS24.42 BANK RECONCILIATIONS

**Appendix 2**

- (i) To confirm and note the monthly reconciliations of the Council's bank accounts for June 2024.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> June 2024 to 30<sup>th</sup> June 2024.

### FS24.43 APPROVAL OF CREDITOR INVOICES

- (i) To approve the payments made during June 2024. Payments were authorised online by two authorised signatories and the Town Clerk. **Appendix 3**
- (ii) To approve the outstanding invoices for payment and payments made during July 2024. **Appendix 4**

### FS24.44 REVENUE BUDGET MONITORING REPORT

**Appendix 5**

To receive from the Town Clerk the revenue budget monitoring report for the quarter ending 30<sup>th</sup> June 2024 and consider any recommendations therein.

### FS24.45 GRANT COMPLETION FORM

To consider the following completion form for a grant awarded in the previous financial year.

**Tenbury Blooms - £500.00**

**Appendix 6**

### FS24.46 DATE AND TIME OF NEXT MEETING

Monday 2<sup>nd</sup> September 2024 at 7.15pm