

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

MONDAY 26TH JANUARY 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, M. Drummond, J. Fielder, E. Hudson, J. Morgan
and D. Patrick [**Chair**].

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

FS20.41 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. Dowell due to ill health.

FS20.42 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.

FS20.43 DISPENSATIONS

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

FS.20.44 PUBLIC PARTICIPATION

None

FS20.45 MINUTES

Cllr. Drummond proposed to approve the minutes of the meeting of the Finance
and Staffing Committee held on the 7th December 2020. 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 7th December 2020 as a true and accurate account of
the meeting and were duly signed by the Chair as a true and correct
record of proceedings.**

FS20.46 BANK RECONCILIATIONS

Members received the bank reconciliations for the period ending 31st
December 2020.

The account balances as at 31st December 2020 were confirmed as:

Unity Trust Current Account - £20,824.77



Unity Trust Deposit Account - £166.74
CCLA Public Sector Deposit Fund – £55,205.28
Worcestershire County Council 7 Day Notice Account - £168,596.09

There being no questions it was proposed by Cllr. Morgan seconded by Cllr. Drummond and unanimously

RESOLVED:

- (i) **To confirm and note that the Council bank accounts had been appropriately reconciled to 31st December 2020. 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 December to 31st December 2020.**

FS20.47 APPROVAL OF CREDITOR INVOICES

The schedule of creditor payments processed during December 2020 and January 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 January 2021 were presented to Members.

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

RESOLVED:

To approve the schedule of paid invoices processed during December 2020 and January 2021.

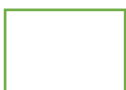
- (ii) It was proposed by Cllr. Patrick seconded by Cllr. Drummond and unanimously

RESOLVED:

To approve the schedule of outstanding invoices for payment.

FS20.48 REVENUE BUDGET MONITORING REPORT

The Town Clerk presented Members with the revenue budget monitoring report for the nine months ending 31st December 2020 and stated that, due to the ongoing effects of COVID-19 and flood repairs, the anticipated outturn was difficult to predict. A small surplus is anticipated due to small savings across several areas of the budget. Additional income has been generated from the cemetery and grant funding.



The Chair highlighted that due to COVID-19, a contractor for footpath clearance had not yet been appointed and queried the necessity of a survey for flood resilience. The Town Clerk explained that the survey is required for the Flood Resilience Grant Funding Application and that £500 of the grant was available to cover the survey. The Town Clerk also informed the Committee that the length of time to apply for the grant had been extended, if Members could make this information known to any relevant parties.

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

RESOLVED:

- (i) The Committee noted the contents of the Revenue Budget Monitoring Report.
- (ii) The Committee noted the expenditure up to the 31 December 2020.
- (iii) The Committee noted the forecasted over and underspends.

FS20.49 DATE AND TIME OF NEXT MEETING

To be confirmed

Meeting closed at 6.47pm.

