

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 24<sup>th</sup> June 2024 at 7.15pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllr. E. Bunting, R. Connolly, D. Patrick, R. Perrin, S. Russell and R. Young.

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk and one member of the public.

**FS24.20 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. S. Bowkett due to work commitments and Cllr. A. Gould due to a planned holiday.

**FS24.21 DECLARATION OF INTEREST**

A declaration of interest was made by Cllr. R. Connolly, under the Code of Conduct pursuant to the Localism Act 2011 in respect of item **FS24.28 Grant Completion Forms (v) Tenbury Transport Trust**, on the agenda due to Cllr. Connolly being a volunteer driver.

**FS24.22 DISPENSATIONS**

No requests for dispensation had been received.

**FS24.23 PUBLIC PARTICIPATION**

A representative of The Applefest Association addressed the Committee in support of their grant application agenda item **FS24.29 Grant Applications (ii) Tenbury Applefest Association**.

There were no questions.

**FS24.24 MINUTES**

Cllr. E. Bunting proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 3<sup>rd</sup> June 2024. The proposal was seconded by Cllr. D. Patrick and was unanimously:

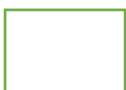
**RESOLVED:**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 3<sup>rd</sup> June 2024 as a true and accurate account of the meeting and were duly signed by the Chair as a true and correct record of proceedings.**

**FS24.25 BANK RECONCILIATIONS**

Members received the bank reconciliations for the period ending 31<sup>st</sup> May 2024.

The account balances as at 31<sup>st</sup> May 2024 were confirmed as:



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- Unity Trust Current Account - £3,739.97
- Unity Trust Deposit Account - £94,461.57
- CCLA Public Sector Deposit Fund – £305,154.46
- Worcestershire County Council 7 Day Notice Account - £21,035.28

It was proposed by Cllr. S. Russell seconded by Cllr. E. Bunting and unanimously

### **RESOLVED:**

- (i) **To confirm and note that the Council's bank accounts had been appropriately reconciled to 31<sup>st</sup> May 2024.**

It was proposed by Cllr. R. Young seconded by Cllr. E. Bunting and unanimously

### **RESOLVED:**

- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> May 2024 to 31<sup>st</sup> May 2024.**

## **FS24.26 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during May 2024 were examined by the Committee. It was noted that the payments were authorised online by two authorised Member signatories and the Town Clerk.

The Town Clerk highlighted two additional invoices to add to the schedule, from MTM Contracting Ltd. Invoice number TTC009 £2,620.00 plus vat, which relates to an installation of a footpath at the Skatepark, Burgage repairs, bin installation and lock repair. Invoice TTC010 for £847.50 plus vat for mowing services during May 2024.

The schedule of outstanding invoices for payments were presented to Members and duly signed by the Chair.

It was proposed by Cllr. R. Perrin seconded by Cllr R. Young and unanimously:

### **RESOLVED:**

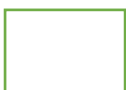
- (i) **To approve the schedule of paid invoices processed during May 2024.**

It was proposed by Cllr. S. Russell seconded by Cllr. E. Bunting and unanimously

- (ii) **To approve the schedule of outstanding invoices for payment and the payments made during June.**

## **FS24.27 HEARING LOOP**

Members considered the revised quotation, following a survey, of £3,258.19 for the installation of a hearing loop system.



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It was noted that the supplier of the system, Contacta Systems Ltd, was recommended via the Royal National Institute for Deaf People. Following the installation Contacta will give a donation to the charity.

Following discussion, the Town Clerk was requested to ascertain if a speaker and amplifier system can be retrospectively added to the hearing loop system.

It was proposed by Cllr. R. Perrin seconded by Cllr. E. Bunting and unanimously

### **RESOLVED:**

**To agree to the installation of a hearing loop system at a cost of £3,258.19.**

### **FS24.28 GRANT COMPLETION FORMS**

Members considered the following completion forms for grants awarded in the previous financial year. It was noted that Tenbury Blooms had failed to return a completion form. The Town Clerk was requested to contact Tenbury Blooms and request a completion form must be returned by 29<sup>th</sup> July 2024 or the group may forfeit of the grant monies.

- (i) Citizens Advice South Worcestershire - £1,000.00
- (ii) Tenbury Applefest Association - £500.00
- (iii) Tenbury Blooms - £500.00
- (iv) Tenbury Chamber of Trade (Christmas Lights) - £500.00
- (v) Tenbury Transport Trust - £500.00

It was proposed by Cllr. S. Russell seconded by Cllr. R. Perrin and unanimously

### **RESOLVED:**

**To note and accept the following completion forms for grants awarded in 2023/24 submitted on behalf of:**

- (i) **Citizens Advice South Worcestershire - £1,000.00**
- (ii) **Tenbury Applefest Association - £500.00**
- (iii) **Tenbury Chamber of Trade (Christmas Lights) - £500.00**
- (iv) **Tenbury Transport Trust - £500.00**

### **FS24.29 GRANT APPLICATIONS**

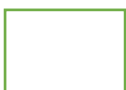
Following a discussion, Cllr. S. Russell proposed to allocate grants of £1,250.00 to Citizens Advice South Worcestershire, £650.00 to Tenbury Chamber of Trade and £250.00 to Tenbury Applefest Association to be funded from the Community Grants Budget leaving a balance of £850.00.

It was proposed by Cllr. S. Russell seconded by Cllr. R. Perrin and unanimously

### **RESOLVED:**

**To agree to award the following grants:**

- (i) **Citizens Advice South Worcestershire - £1,250.00**



To award Citizens Advice South Worcestershire grant funding of £1,250 under LGA 1972, s.142 – Power to assist bodies in advising individuals and by making or receiving communications or by providing representation for or before anybody or person in asserting an individual’s rights or obligations.

**(ii) Tenbury Applefest Association - £250.00**

To award Tenbury Applefest Association grant funding of £250.00 under LGA 1972, s.144 – Power to contribute to organisations encouraging Tourism.

**(iii) Tenbury Chamber of Trade - £650.00**

To award Tenbury Chamber of Trade grant funding of £650.00 under LGA 1972, s.144 – Power to contribute to organisations encouraging Tourism.

**FS24.30 ELECTRICITY CONTRACTS**

Members considered the electricity renewal contract prices for the Football Changing Rooms and The Pavilion and Groundsman’s Shed.

It was proposed by Cllr. S. Russell seconded by Cllr. D. Patrick and unanimously

**RESOLVED:**

**To agree the electricity renewal contracts:**

- **Football Changing Rooms – 3-year fixed rate term E.ON Next Ltd**
- **The Pavilion and Groundsman’s Shed – 3-year fixed rate term British Gas Lite.**

**FS24.31 DEPOSIT ACCOUNT**

It was proposed by Cllr. R. Perrin seconded by Cllr. S. Russell and unanimously

**RESOLVED:**

**To agree transferring a sum of £57,000 from the Unity Trust Deposit Account to the CCLA Public Sector Deposit Fund.**

**FS24.32 COMMISSIONER’S COMMUNITY FUND – GRANT OFFER**

It was proposed by Cllr. S. Russell seconded by Cllr. R. Connolly and unanimously

**RESOLVED:**

**To note and accept the Police and Crime Commissioner’s Community Fund Grant offer of £2,200.00 for the purchase a Vehicle Activated Sign.**



**FS24.33 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) of the Public Bodies (Admissions to Meetings) Act 1960.

**FS24.34 STAFFING**

The Town Clerk updated Members on the current staffing issues regarding the Caretakers post.

The Part-time Groundsman has been offered the position, which he has accepted.

**FS24.35 RE-ADMISSION OF PRESS AND PUBLIC**

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

**FS24.36 DATE AND TIME OF NEXT MEETING**

Monday 29<sup>th</sup> July 2024 at 7.15pm

Meeting closed at 8.20pm.

Signed .....

Date .....

