

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 26<sup>th</sup> February 2024 at 7.25pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllr. S. Bowkett, G. Brittain [Chair], D. Ingram, D. Patrick and R. Perrin.

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

**FS23.92 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FS23.93 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.

**FS23.94 DISPENSATIONS**

No requests for dispensation had been received.

**FS23.95 PUBLIC PARTICIPATION**

None.

**FS23.96 MINUTES**

Cllr. D. Patrick proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 29<sup>th</sup> January 2024. The proposal was seconded by Cllr. S. Bowkett and unanimously,

**RESOLVED:**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 29<sup>th</sup> January 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.**

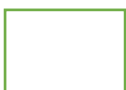
**FS23.97 BANK RECONCILIATIONS**

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

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

- Unity Trust Current Account - £2,914.77
- Unity Trust Deposit Account - £62,126.78
- CCLA Public Sector Deposit Fund – £299,910.65
- Worcestershire County Council 7 Day Notice Account - £20,440.28

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



**RESOLVED:**

- (i) **To confirm and note that the Council's bank accounts had been appropriately reconciled to 31<sup>st</sup> January 2024.**
- (ii) **To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> January 2024 to 31<sup>st</sup> January 2024.**

**FS23.98 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during January 2024 was 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 payments was presented to Members and duly signed by the Chair.

It was proposed by Cllr. R. Perrin seconded by Cllr. D. Patrick unanimously

**RESOLVED:**

- (i) **To approve the schedule of payments processed during January 2024.**
- (ii) **To approve the schedule of outstanding invoices for payment and payments made during February 2024.**

**FS23.99 REVENUE BUDGET MONITORING REPORT**

Members received from the Town Clerk the revenue budget monitoring report for the period ending 31<sup>st</sup> January 2024 and considered the recommendations therein.

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

**RESOLVED:**

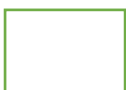
- (i) **The Committee noted the contents of the Revenue Budget Monitoring Report.**
- (ii) **The Committee noted the expenditure and income up to the 31<sup>st</sup> January 2024.**
- (iii) **The Committee noted the forecasted over and underspends and agreed the recommendations regarding the forecasted overspends.**

**FS23.100 THE REGAL**

Members considered replacing the part of the old pipework in the community centre to prevent further blockages at a cost of £968.00.

It was proposed by Cllr. D. Ingram seconded by Cllr. S. Bowkett and unanimously

**RESOLVED:**



To agree to replacing the part of the old pipework in the community centre to prevent further blockages at a cost of £968.00 with work to be signed off by a Chartered Surveyor (Ionic Surveying).

**FS23.101 DATE AND TIME OF NEXT MEETING**

Monday 25<sup>th</sup> March 2024 at 7.15pm

Meeting closed at 7.37pm.

Signed .....

Date .....

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