

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 23rd September 2024 at 7.15 pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllrs. S. Bowkett, E. Bunting, R. Connolly, A. Gould [Chair], D. Patrick, R. Perrin and S. Russell.

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk and Cllr. B. Smith.

**FS24.58 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. R. Young due to attending the Labour Party Conference.

**FS24.59 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.

**FS24.60 DISPENSATIONS**

No requests for dispensation had been received.

**FS24.61 PUBLIC PARTICIPATION**

None

**FS24.62 MINUTES**

Cllr. D. Patrick proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 2<sup>nd</sup> September 2024. The proposal was seconded by Cllr. E. Bunting and unanimously

**RESOLVED:**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 2<sup>nd</sup> September 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.**

**FS24.63 BANK RECONCILIATIONS**

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

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

- Unity Trust Current Account - £4,555.73
- Unity Trust Deposit Account - £4,924.47
- CCLA Public Sector Deposit Fund – £356,391.15
- Worcestershire County Council 7 Day Notice Account - £21,035.28



**RESOLVED:**

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

**FS24.64 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during August 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 an additional invoice had been received from Elan City Ltd for £2,200.00 plus VAT. The invoice was for the new Vehicle Activated Sign, which has been funded by the Police and Crime Commissioner with a grant of £2,200.00.

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

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

**RESOLVED:**

- (i) To approve the schedule of paid invoices processed during August 2024.
- (ii) To approve the schedule of outstanding invoices for payment including the additional invoice from Elan City Ltd and the payments made during September.

**FS24.65 BACS/BACSTEL-IP SERVICES APPLICATION**

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

**RESOLVED:**

**To approve the BACS/BACSTEL-IP Services application for the processing of salaries via Shropshire Council and additional bank charges.**

**FS24.66 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 (Admission to Meetings) Act 1960.

**FS24.67 TRAINING**

No points raised for discussion.



**FS24.68 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.

**FS24.69 DATE AND TIME OF NEXT MEETING**

Monday 21<sup>st</sup> October 2024 at 7.15pm

Meeting closed at 7.27 pm.

Signed .....

Date .....

