

**Minutes** of the meeting of the **FINANCE AND STAFFING COMMITTEE**  
held on **Monday 2<sup>nd</sup> September 2024 at 7.28pm**  
at **The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

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

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

**FS24.47 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FS24.48 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.

**FS24.49 DISPENSATIONS**

No requests for dispensation had been received.

**FS24.50 PUBLIC PARTICIPATION**

None

**FS24.51 MINUTES**

Cllr. R. Connolly proposed to approve the minutes of the meeting of the Finance and Staffing Committee held on 29<sup>th</sup> July 2024. The proposal was seconded by Cllr. S. Russell and

**RESOLVED: (7 For, 1 Abstention)**

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

**FS24.52 BANK RECONCILIATIONS**

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

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

- Unity Trust Current Account - £15,248.86
- Unity Trust Deposit Account - £4,924.47
- CCLA Public Sector Deposit Fund – £354,815.14
- 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> July 2024.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> July 2024 to 31<sup>st</sup> July 2024.

**FS24.53 APPROVAL OF CREDITOR INVOICES**

The schedule of creditor payments processed during July 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 additional invoices to add to the schedule for payment, Highground Maintenance Ltd £476.53 inclusive VAT, C. Bunn (Lengthsman) for £264.00 and PKF Littlejohn Ltd for £756.00 inclusive VAT.

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

It was proposed by Cllr. D. Patrick seconded by Cllr R. Connolly and unanimously:

**RESOLVED:**

- (i) To approve the schedule of paid invoices processed during July 2024.
- (ii) To approve the schedule of outstanding invoices for payment including the additional invoices detailed above and the payments made during August.

**FS24.54 ARBORICULTURAL ASSESSMENT**

Members discussed the Tree Health and Condition Survey Report, which had been undertaken on the Town Council properties by Adrian Hope Tree Services.

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

**RESOLVED:**

- (i) To note the health and condition survey carried out on the trees located on the Town Council land.
- (ii) To suspend Financial Regulations 5.8 and accept the quotation from Adrian Hope Tree Services, of £3,330.00 to carry out the works required due to the dangerous condition of the trees.
- (iii) To agree works to be funded with a contribution of £2,180.00 from the Tree Works Reserve and the remainder from the General Fund.



**FS24.55 FOOTWAY LIGHTING**

The Town Clerk stated that due to a billing issue with the current provider of the unmetered electrical supply for the footway lighting that it had not been possible to obtain quotations for a new provider. This matter is in the process of being resolved. Prices given for new contracts are only valid for one day and therefore a prompt decision needs to be made when figures are available.

It was proposed by Cllr. E. Bunting seconded by Cllr. D. Patrick and unanimously

**RESOLVED:**

**To delegate the Town Clerk the authority to accept the lowest quotation for the unmetered electrical supply for the footway lighting, when figures are available.**

**FS24.56 REVENUE BUDGET 2025/2026**

Members reviewed the committee’s budgets and considered any recommendations for the 2025/2026 Revenue Budget.

Members suggested a reserve for replacement of IT equipment including the Town Clerk’s laptop and the projector.

**FS24.57 DATE AND TIME OF NEXT MEETING**

Monday 23<sup>rd</sup> September 2024 at 7.15pm

Meeting closed at 7.59 pm.

Signed .....

Date .....

