

TENBURY TOWN COUNCIL 2017/18 FS01

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **MONDAY 22ND MAY 2017 at 7:29 pm** in the Pump Rooms, Teme Street, Tenbury Wells.

PRESENT: Cllrs. A. Gould, E. Hudson, J. Morgan, D. Patrick, S. Perry and E. Weston [**Chair**]

IN ATTENDANCE: Mrs L Bruton (Town Clerk), Miss S. Blackhurst (Assistant to the Clerk)

1.1 ELECTION OF CHAIR

Cllr. Weston stated that she would like to stand down as Chair of the Committee.

Cllr. Gould proposed Cllr. Perry as the Chair, seconded by Cllr. Morgan and unanimously

RESOLVED:

Cllr. Perry is to serve as Chair of the Finance and Staffing Committee for the year 2017/18.

1.2 ELECTION OF VICE CHAIR

Cllr. Perry proposed Cllr. Gould as the Vice Chair, seconded by Cllr. Weston and unanimously

RESOLVED:

Cllr. Gould to serve as Vice-Chair of the Finance and Staffing Committee for the year 2017/18.

1.3 APOLOGIES FOR ABSENCE

The Members received apologies for absence from Cllr. Bowkett.

1.4 DECLARATIONS OF INTEREST

None

1.5 PUBLIC PARTICIPATION

None

1.6 MINUTES

Cllr. Morgan proposed to approve and sign the minutes of the meeting of the Finance and Staffing Committee held on the 20th March 2017. The proposal was seconded by Cllr Patrick and unanimously.

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RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 20th March 2017 as a true and accurate account of the meeting and were duly signed by the Chairman as a true and correct record of proceedings.

1.7 BANK RECONCILIATIONS

The Chair confirmed that the bank accounts had been appropriately reconciled to 31st March 2017 and the 30th April 2017 and duly signed as correct. The payments authorised from the Council's bank account were noted.

1.8 APPROVAL OF CREDITOR INVOICES

The Town Clerk stated that the outstanding creditor invoices for payment had been examined by the authorised signatories and approved.

RESOLVED:

To approve the outstanding creditor schedule for payment.

1.9 ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2017.

To receive and consider for recommendation to Full Council for approval the 2016/17 Annual Return and Statement of Accounts.

The Town Clerk stated the General Fund Reserve now stood at £28,537, which was an increase of £23,000 in the balance. However, it should be noted that the balance is still below the acceptable level.

Cllr. Patrick noted an error in Section 3.3.1(e) of the report that the wording on the paragraph related to the Changing Room Reserve, rather than the Car Park Reserve.

The Committee agreed subject to the amendment, to accept and recommend to Full Council for approval, the Annual Return and Statement of Accounts for 2016/17.

Cllr. Perry proposed, Cllr. Willis seconded and unanimously.

RESOLVED:

The Finance and Staffing Committee notes the outturn position including the contributions to and from earmarked reserves for the financial year 2016/17.

The Finance and Staffing Committee approves subject to audit, the Annual Return and the Statement of Accounts for the year ended 31st March 2017.

The Finance and Staffing Committee recommends to Full Council the Annual Return and Statement of Accounts for approval.

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1.10 EXCLUSION OF THE PRESS AND PUBLIC

To consider the exclusion of the Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (Section1 (2) of the Public Bodies (Admission to Meetings) Act 1960:-

Cllr. Morgan proposed, Cllr. Weston seconded and unanimously.

RESOLVED:

The exclusion of the Press and Public from the meeting

1.11 STAFFING MATTERS

The Council considered the remuneration of Council Officers and staff.

1.12 RE-ADMISSION OF THE PRESS AND PUBLIC

There being no further confidential business, members of the Press and Public were permitted to re-enter the meeting.

1.13 CORRESPONDANCE FOR INFORMATION

The Town Clerk stated that Malvern Hills District Council were in receipt of £113,000.00 S106 monies from the developer David Wilson.

1.14 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

None

1.15 DATE OF NEXT MEETING

Monday 19th June 2017 at 7:15pm

Meeting closed at 7:45pm

Signed

Date