

TENBURY TOWN COUNCIL 2017/18 FS02

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **MONDAY 19th JUNE 2017 at 7:49 pm** in the Pump Rooms, Teme Street, Tenbury Wells.

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

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

2.1 APOLOGIES FOR ABSENCE

The Members received apologies for absence from the Mayor, Cllr. Willis.

2.2 DECLARATIONS OF INTEREST

None

2.3 PUBLIC PARTICIPATION

None

2.4 MINUTES

Cllr. Patrick proposed to approve and sign the minutes of the meeting of the Finance and Staffing Committee held on the 22nd May 2017. The proposal was seconded by Cllr Weston and unanimously

RESOLVED:

To approve the minutes of the meeting of the Finance and Staffing Committee held on 22nd May 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.

2.5 BANK RECONCILIATIONS

Cllr. Gould proposed, Cllr. Weston seconded and unanimously

RESOLVED:

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

2.6 APPROVAL OF CREDITOR INVOICES

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

TENBURY TOWN COUNCIL 2017/18 FS02

Cllr. Morgan proposed, Cllr. Bowkett seconded and unanimously

RESOLVED:

To approve the outstanding creditor schedule for payment

2.7 CORRESPONDENCE FOR INFORMATION

No correspondence had been received. The Town Clerk reminded Members that the Party in the Park event was being held on Sunday 25th June 2017 and any help on the day would be appreciated.

2.8 EXCLUSION OF THE PRESS AND PUBLIC

Cllr. Morgan proposed, Cllr. Bowkett seconded and unanimously

RESOLVED:

To exclude 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.

2.9 CONFIDENTIAL MINUTES

Cllr. Patrick proposed to approve and sign the confidential minutes of the meeting of the Finance and Staffing Committee held on the 22nd May 2017. The proposal was seconded by Cllr Morgan and unanimously

RESOLVED:

To approve the confidential minutes of the meeting of the Finance and Staffing Committee held on 22nd May 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.

2.10 OFFICER CONTRACTS

The Clerk presented the Committee with Contracts of Employment for the Council Officers.

Cllr. Morgan proposed, Cllr. Hudson seconded and unanimously

RESOLVED:

The Members of the Finance and Staffing Committee considered and approved the Contracts of Employment of the Council Officers.

2.11 REMUNERATION

The Town Clerk stated she has now implemented the agreed changes to the Groundsman and Caretaker's salaries.

TENBURY TOWN COUNCIL 2017/18 FS02

Cllr. Hudson asked the Clerk what training schemes were to be implemented. The Clerk replied that she was would be attending CiLCA, Certificate in Local Council Administration training sessions. Training for other members of staff would be identified following staff appraisals.

The Clerk asked the Members for approval for the funding for four additional days for the Assistant to the Clerk for the preparation of the Neighbourhood Plan, which was agreed by Council. The cost would be funded from the Neighbourhood Plan budget.

Cllr Patrick proposed, seconded by Cllr. Gould and unanimously

RESOLVED:

The Members of the Finance and Staffing Committee approved funding for four additional days for the Assistant to the Clerk and noted the agreed implemented changes to the Groundsman and Caretakers salaries.

2.12 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.

2.13 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

Maternity/Paternity Leave Policies

Member and Officer Protocol Policy

Annual Leave

2.14 DATE OF NEXT MEETING

Monday 31st July 2017 at 7:15pm

Meeting closed at 8:19pm.

Signed

Date

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