

## TENBURY TOWN COUNCIL 2016/17 FS08

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **MONDAY 23<sup>RD</sup> JANUARY 2017 at 7:22 pm** in the Pump Rooms, Teme Street, Tenbury Wells.

**PRESENT:** Cllrs. S. Bowkett, E. Hudson, J. Morgan, D. Patrick, S. Perry, Mayor  
Cllr. M. Willis (Acting Chair)

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

### 8.1 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. L. Weston and Cllr. A. Gould.

### 8.2 DECLARATIONS OF INTEREST

No declarations of interest were made under the Code of Code pursuant to the Localism Act 2011 in respect of items on the agenda.

### 8.3 ELECTION OF VICE CHAIR

Cllr. Perry was nominated as Vice Chair by Cllr Willis, this was seconded by Cllr. Bowkett. As there were no other nominations a vote was taken and Cllr. Perry was elected unanimously. Cllr Perry chaired the remainder of the meeting.

**RESOLVED;**

**Cllr. Perry be elected as Vice Chair of the Finance and Staffing Committee.**

### 8.4 PUBLIC PARTICIPATION

None

### 8.5 MINUTES

Cllr. Morgan proposed to approve and sign the minutes of the meeting of the Finance and Staffing Committee held on the 19<sup>th</sup> December 2016. The proposal was seconded by Cllr Willis and unanimously.

**RESOLVED:**

**To approve the minutes of the meeting of the Finance and Staffing Committee held on 19<sup>th</sup> December 2016 as a true and accurate account of the meeting and were duly signed by the Chairman as a true and correct record of proceedings.**

### 8.6 BANK RECONCILIATIONS

The Chair confirmed that the bank accounts had been appropriately reconciled to 31<sup>st</sup> December 2016 and duly signed as correct. The payments authorised from the Council's bank account were noted.

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**8.7 APPROVAL OF CREDITOR INVOICES**

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

It was proposed by Cllr Morgan and seconded by Cllr Patrick and unanimously

**RESOLVED:**

**The outstanding creditor invoices for December 2016 were approved for payment.**

**8.8 REVENUE BUDGET MONITORING REPORT**

The Town Clerk informed the Committee that the pension scheme had commenced on the 1<sup>st</sup> December 2016, one month in advance of the staging date, the 1<sup>st</sup> January 2017. There is a monthly charge from the pension provider of £16.50 for administrating the scheme.

The Committee noted that the Pump Rooms require maintenance and repair works to be undertaken, for which quotes are being obtained.

The Committee noted that the Mayfair will be held from the 26<sup>th</sup> March – 01<sup>st</sup> April so will therefore generate additional revenue for this financial year 2016/17. Cllr. Bowkett questioned the charges and the access to the changing rooms for electricity. The Town Clerk agreed to ascertain what the current arrangements are.

It was proposed by Cllr. Perry and seconded by Cllr. Willis and unanimously.

**RESOLVED:**

**The Committee noted the contents of the report.**

**The Committee noted the expenditure to 31<sup>st</sup> December 2016.**

**The Committee agreed to accept the recommendations on actions to be taken on the forecasted over and underspends.**

**8.9 EXCLUSION OF THE PRESS AND PUBLIC**

As there was no confidential business on the agenda, the exclusion of the press and public was not required.

**8.10 RE-ADMISSION OF PRESS AND PUBLIC****8.11 CORRESPONDENCE**

The Town Clerk reported that two letters had been received, one from the Tenbury Transport Trust and the other from the Tenbury Museum, both giving thanks for donations to their organisation from the Mayors Charitable Funds.

**8.12 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS**

None

**8.13 DATE OF NEXT MEETING**

Monday 20<sup>th</sup> February 2017 at 7.30pm

**Meeting closed at 7.35pm**

Signed .....

Date .....

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