

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON MONDAY 4TH JUNE 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

Present: C Danter (Chairman), T Walker (Deputy Mayor), P Aldridge, K Brennan, M Poxon, S Raywood
D Hill (Town Clerk) and Cllr S Franklin

- 1) **To receive apologies**
Apologies received from Cllr J Raywood.
- 2) **To receive declarations of interests**
Cllr Danter declared an interest in items 18 and 19 and Cllr Aldridge declared an interest in item 8.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Finance & Staffing Committee meetings held on 26th March and 9th April 2018**
Subject to minor amendments, the minutes of 26th March were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr S Raywood. Unanimous, **motion carried.**
The minutes of the meetings held on 9th April were agreed as a true record. Proposed by Cllr Danter, seconded by Cllr Brennan.
- 5) **Matters arising from the minutes not covered elsewhere on the agenda – for information only**
The Clerk was asked to add a review of the Community Service Award scheme to the next agenda.
Action.
It was noted that the Unreasonable Complaints policy is still outstanding. **Action.**
- 6) **To review and consider the Internal Audit Report for Financial Year 2017/18**
The report was reviewed. The Clerk was asked to contact the Internal Auditor to obtain a sample ticklist and to re-iterate the extension of an invitation to attend a Finance Committee meeting. It was noted that moving forwards contingency spend should be vired as appropriate and that the budget should be separated to identify business as usual commitments and project related budget.
- 7) **To review the Financial Risk Register**
The risk register was reviewed and discussed. The issue of third parties using electrical equipment on Town Council premises was discussed. **Action: Clerk to look into this matter further and this as an agenda item at the next meeting.**
- 8) **To review the Finance Committee Work Programme**

The programme was discussed but it was noted that it was still in draft form as further detail is required.

- 9) **To receive the Payments & Receipts reports for March, April and May 2018**
The payments and receipts reports were received.
- 10) **To receive a Budget report for March, April and May 2018**
The budget report was received. It was agreed that the budget for professional costs should be split equally across Finance and Staffing. It was also agreed that the committed spend reports produced for Full Council should be discussed and agreed at the Finance Committee and noted at Full Council.
- 11) **To consider a proposal by Cllr H Burns that Tewkesbury Town Council applies to the Living Wage Foundation to be an accredited Living Wage Employer**
The proposal did not receive a seconder. Accordingly the motion was not carried.
- 12) **To retrospectively approve the payment for Calligraphy services on the Community Service Award certificates and engraving of the Community Service and Mayor's Boards**
The retrospective approval was agreed. Proposed by Cllr Aldridge, seconded by Cllr S Raywood. Four in favour, one abstention. **Motion carried.**
- 13) **To agree to add Liz O'Sullivan Calligraphy Services to the list of retained Contractors for Calligraphy and Engraving Services**
Agreed. Proposed by Cllr S Raywood, seconded by Cllr Brennan. Unanimous, **motion carried.**
- 14) **To retrospectively approve the signing of two cheques to meet office expenses and to recompense Neil Davis, GAB Services for materials purchased**
Approved. Proposed by Cllr Danter, seconded by Cllr Brennan. Unanimous, **motion carried.**
- 15) **To agree the purchase of five Past Mayor's badges at a cost of £791 excluding VAT**
Agreed. Proposed by Cllr Aldridge, seconded by Cllr Danter. Four in favour, one against. **Motion carried.**
- 16) **To agree to pay Initial Rentokil by direct debit and add them to the list of retained contractors**
Agreed. Proposed by Cllr Brennam, seconded by Cllr S Raywood. Unanimous, **motion carried.**
- 17) **To agree and delegate an interim approval to spend up to £250 until the revision of Financial Regulations is completed**
Agreed to delegate authority to the Clerk to spend up to £250. Proposed by Cllr S Raywood, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 18) **To agree to pay Cllr Danter the budgeted Mayor's allowance**
Agreed. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Cllr Danter abstained from voting. Unanimous, **motion carried.**

19) To sign cheques for payment

The cheques were signed in accordance with the payments list.

Mary P's Day Nursery proposed by Cllr Brennan, seconded by Cllr S Raywood. Four in favour, one against. **Approved.**

Andy Jones Outside Bar Services proposed by Cllr Danter, seconded by Cllr Aldridge. Three in favour, two against. **Approved.**

Flower arrangements for Mayor Making presentations, proposed by Cllr Brennan, seconded by Cllr S Raywood. Three in favour, two abstentions. Cllr Aldridge abstained from voting. **Approved.**

Liz O'Sullivan Calligraphy Services proposed by Cllr Aldridge, seconded by Cllr Danter. Four in favour, one abstention. **Approved.**

There being no further business the meeting closed at 7.55pm.

Signature of Chairman upon approval of Minutes

21st June 2018

DRAFT