

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 21ST JUNE 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00PM.

Present: Cllrs C Danter (Chair), T Walker, P Aldridge, K Brennan, S Raywood, J Raywood, M Poxon.

In Attendance: A Durn (Asst Clerk)

F.18.020. To receive apologies

None received.

F.18.021. To receive declarations of interest

Cllr C Danter – grant application and cheque list

F.18.022. To receive dispensations

None received.

F.18.023. To approve the Minutes of the Finance and Staffing Committee meetings held on 19th April 2018 and 4th June 2018

19th April 2018 – Proposed to accept by Cllr P Aldridge, seconded by Cllr K Brennan.

It was RESOLVED to approve the Minutes of the Finance and Staffing Committee meeting on 19th April 2018 as a true and accurate record. The Minutes were signed by the Chair.

4th June 2018 – Items 12 and 15 – To add to the Minutes 'To avoid future occurrences a budget should be agreed prior to all civic events.' It was proposed to accept the Minutes with the amendment by Cllr T Walker and seconded by Cllr K Brennan.

It was RESOLVED to approve the Minutes of the Finance Committee on 4th June 2018 with the amendment as a true and accurate record. The Minutes were signed by the Chair.

F.18.024. Matters arising from the Minutes

19th April 2018 – The report from the Personnel Committee was not discussed. It was deferred to the next Staffing Committee.

4th June 2018 – A request for a programme of civic events and costings for budget preparation to be discussed at the next Committee meeting. The Finance Risk Register to be discussed at the next Committee meeting.

F.18.025. To discuss the forthcoming internal control checks and the ticklist format provided by the Internal Auditor

A Working Group had met with the Clerk and Finance Officer and reviewed the internal control checks list. There was an amendment to

Payments: All payments should be related back to committee minutes or by a Clerk and Chair decision. The next internal check will for Quarter 1 ending 30th June 2018 to be carried out by Cllrs H Burns and S Franklin.

F.18.026. To discuss the proposal to undertake a project to register all unregistered Town Council owned land and property with the Land Registry

A report was circulated and reviewed. The proposal was the outcome from Environment & Amenities Committee in October and November 2017. There was a discussion on the resource required, the legal and audit requirements, and the impact and risk of not undertaking the project. It was noted that clarification was needed on specific pieces of land.

It was RESOLVED that estimated costs for undertaking the project should be obtained.

F.18.027. To receive an update from the Clerk regarding the outstanding query in respect of the VAT treatment of the £500 paid on account to Thomson and Bancks

The Assistant Clerk gave an update on the correct VAT application of the payments and invoices. There were no questions.

F.18.028. To retrospectively approve spend in respect of the following:

a. Catering at Mayor Making on 14th May 2018 - £500

To avoid future occurrences a budget should be agreed prior to all civic events.

It was RESOLVED to approve payment.

b. Repairs to the bar roof at the Watson Hall - £2700

Deferred to Full Council

c. Repairs to the roof of the Museum - £1600

Deferred to Full Council

d. Purchase of the War Memorial plaque - £2890

Deferred to Full Council

e. Costs associated with Armed Forces Day - £400

Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

It was RESOLVED to approve payment.

F.18.029. To review the criteria and process for the annual Community Service Award scheme

It was RESOLVED to set up a small Working Group to review the criteria, process, and budget, and obtain good practice elsewhere for benchmarking. The Working Group will meet on 19th July 2018 at 2pm in the Mayor's Parlour.

F.18.030. To receive an update from the Clerk in relation to the use of electrical equipment by third parties at Town Council premises

It was reported that all hirers should prove their equipment has been PAT tested. It was proposed that the Hiring Agreement be reviewed and updated to reflect this.

F.18.031. To discuss the formation of a working party to consider a mission statement and/or strategic plan

There was a discussion on the process for medium term planning and the integration with and input from partners.

It was proposed to recommend the formation of a Working Party to go to Full Council by Cllr M Poxon and seconded by Cllr C Danter.

It was RESOLVED to recommend to Full Council the formation of a Working Party to consider the strategic plan and its mission statement.

Cllr C Danter did not take part in the following item.

F.18.032. To consider and agree grant applications from outside bodies

There was a review and discussion on the grant application, and it was noted that this had been delivered on 31st January 2018 before the event was held.

It was proposed that Tewkesbury Big Weekend be awarded £400 in grant towards the cost of First Aiders, bunting, and marketing plus that any underspend of the Mayor Making budget be transferred to voluntary grants budget by Cllr P Aldridge, seconded by Cllr K Brennan.

It was RESOLVED that Tewkesbury Big Weekend be awarded £400 in grant towards the cost of First Aiders, bunting, and marketing plus that any underspend of the Mayor Making budget be transferred to voluntary grants budget.

Cllr C Danter did not take part in the following item.

F.18.033. To sign cheques for payment

The cheque list was reviewed.

It was RESOLVED to agree to the payments and sign the cheques.

Meeting closed at 7.20pm