

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON THURSDAY 16<sup>TH</sup> AUGUSTE 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, J Raywood, S Raywood  
D Hill (Town Clerk)
- F.18.034. To receive apologies**  
None.
- F.18.035. To receive declarations of interests**  
None.
- F.18.036. To receive dispensations**  
None.
- F.18.037. To approve the minutes of the Finance Committee meeting held on 21<sup>st</sup> June 2018**  
The minutes of the Finance Committee meeting held on 21<sup>st</sup> June 2018 were agreed as a true record. Proposed by Cllr J Raywood, seconded by Cllr Brennan. Unanimous, **motion carried.**
- F.18.038. Matters arising from the minutes not covered elsewhere on the agenda – for information only**  
It was noted that draft minutes on the website need to be updated as confirmed. The Clerk advised that an exercise was underway to address this albeit the design of the website section for agendas and minutes needs to be made clearer and easier to update for the officers.  
**F.18.026 registration of TC unregistered land and property** – carried forward to Buildings & Moorings, Environment & Amenities and Severn Ham committees. It was noted that the Unreasonable Complaints policy is still outstanding. **Action.**  
**F.18.030 use of electrical equipment by third parties** – refer to Buildings & Moorings committee to consider updating the terms and conditions on the hiring agreement.  
**F.18.031 mission statement/strategic plan** – carried forward possibly to Full Council and see minute F.18.043 below.
- F.18.039. To discuss the calendar of civic events for 2018/19 and to approve anticipated expenditure related to these events (from 21<sup>st</sup> June Finance meeting)**  
Expenditure was agreed as follows:  
Civic Service £600 (proposed by Cllr Danter, seconded by Cllr Aldridge)  
Remembrance Sunday £600  
Carol Service £200 (proposed by Cllr Danter, seconded by Cllr Brennan)  
**Action: Cllr Danter to prepare proposal of costs for the next Finance meeting.**

- F.18.040. To discuss the Finance Risk Register (from 21<sup>st</sup> June Finance meeting)**  
It was agreed that this will become a standard agenda item for regular scheduled Finance Committee meetings.
- F.18.041. To receive feedback from the Internal Control checks undertaken in July 2018**  
Item deferred to the next meeting of the Finance Committee.
- F.18.042. To receive feedback from the Community Service Award scheme working group meeting held on 19<sup>th</sup> July 2018**  
Item deferred to the next meeting of the Finance Committee.

Cllr Aldridge left at this juncture.

- F.18.043. To discuss the budgeting process for 2019/20**  
It was noted that the budgeting process for 2019/20 should clearly differentiate and detail budget relating to business as usual versus project expenditure. It was also noted that committees should be considering a three year position when considering the budget. In this regard it was acknowledged that the Council's strategic plan needs to moved forwards as this will form part of the budgeting process.  
**Action: Clerk to investigate the possibility of holding a brainstorming type session facilitated by an independent third party.**
- F.18.044. To consider and agree grant applications from outside bodies**  
No applications had been received.
- F.18.045. To sign cheques for payment**  
Cheques for payment were agreed in accordance with the cheque list. Proposed by Cllr Danter, seconded by Cllr J Raywood. Unanimous, **motion carried.**

There being no further business the meeting closed at 7.15pm.

Signature of Chairman upon approval of Minutes .....