



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Finance Committee meeting held on 27TH September 2018

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair), M Poxon, J Raywood, S Raywood, S Franklin

In attendance: D Hill (Town Clerk)

Absent: Cllr T Walker

It was RESOLVED to Co-Opt Cllr S Franklin to this meeting to ensure the Committee meeting was quorate.

F.18.046 To receive apologies

Cllrs P Aldridge, K Brennan

Proposed by Cllr M Poxon, seconded by Cllr J Raywood. It was RESOLVED for Cllr C Danter to write to Cllr T Walker re apologies.

F.18.047 To receive declarations of interest

Cllr J Raywood – as a member of the management team of Tewkesbury Museum in relation to agenda item 11. v. amendment of curator costs to running costs contribution under Buildings & Moorings Committee.

F.18.048 To receive dispensation

None received.

F.18.049 To approve the Minutes of the Finance Committee meeting held on 16th August 2018

Proposed by Cllr C Danter, seconded by Cllr S Raywood. It was RESOLVED to approve the Minutes of the Finance Committee meeting.

F.18.050 Matters arising from the Minutes – for information only in relation to matters not on the agenda

Review of Unreasonable Complaints responsibility of Staffing Committee.

i. Proposal of costs relating to the civic calendar

Still waiting for responses. There is a need to budget for civic events and expenditure. A new cost code will be created for the Town Crier Stipend.

ii. March 2018 bank reconciliation

Noted.

- iii. **To note committee spend limits as per agreed Constitution of Committees**
Proposed by Cllr M Poxon, seconded by Cllr J Raywood. It was RESOLVED to recommend to Full Council that each committee should budget an amount for contingency and therefore remove the committee authority to spend up to £1,000 on non-budgeted expenditure from 2019/20.

F.18.051 To review the Finance Risk Register

The Risk Register was reviewed. It was noted that the word Finance should be removed from the title. It was RESOLVED to look into the provision of Health and Safety training for all staff.

F.18.052 To review bank reconciliations for August 2018

The bank reconciliations were reviewed.

F.18.053 To review aged debtors and creditors reports

The aged debtors and creditors reports were reviewed.

F.18.054 To review payments and receipts reports for 1st April to 31st August 2018

The payments and receipts reports were reviewed. It was RESOLVED that the Chair of Staffing Committee to clarify why Professional budget should be under Finance.

F.18.055 To review budget reports for 1st April to 31st August 2018

The budget reports were reviewed.

It was RESOLVED to suspend Standing Orders to enable full consideration of the amendments to the approved budget.

F.18.056 To consider amendments to the approved budget:

- i. **To vire £1,500 from Insurance to a new cost code, Tourism and Marketing, under the Finance Committee**
Proposed by Cllr C Danter, seconded by Cllr S Franklin. It was RESOLVED to vire £1,500 from Insurance to Tourism and Marketing under the Finance Committee.
- ii. **To vire £800 from Insurance to IT, and £1700 from Contingency to IT, for an upgrade to the Town Council website under the Finance Committee**
It was RESOLVED to defer this item.
- iii. **To vire £300 from Contingency to Civic under the Finance Committee**
Proposed by Cllr C Danter, seconded by Cllr J Raywood. It was RESOLVED to vire £300 from Contingency to Civic under the Finance Committee.
- iv. **To vire £400 from Contingency to Regalia under the Finance Committee**
Proposed by Cllr M Poxon, seconded by Cllr S Raywood. It was RESOLVED to vire £1000 from Contingency into a new cost centre for the Town Crier Stipend.
- v. **To consider an amendment to the budget of £8,000 for curator costs to running cost contribution under the Buildings & Moorings Committee**
Proposed by Cllr S Franklin, seconded by Cllr S Raywood. It was RESOLVED to amend the budget of £8,000 for curator costs to running cost contribution under Buildings and Moorings Committee.

- F.18.057** **To discuss the formation of a Community & Events sub-committee**
This item was deferred.

- F.18.058** **To review the Earmarked Reserves report**
This item was deferred.

- F.18.059** **To receive an update on the budgeting process and the proposed strategic review**
This item was deferred.

- F.18.060** **To review training requirements of this Committee for recommendation to Staffing Committee**
This item was deferred.

- F.18.061** **To receive feedback from the Internal Control checks undertaken in July 2018**
This item was deferred.

- F.18.062** **To consider and agree grant applications from outside bodies**
This item was deferred.

- F.18.063** **To approve the payments report**
It was RESOLVED to approve the payments report.

The meeting closed at 9.25pm.

Signature of Chairman upon approval of the minutes 1st November 2018