



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Finance Committee meeting held on 1st November 2018

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

Present: Cllrs C Danter (Chair), P Aldridge, K Brennan, J Raywood, S Raywood,

In attendance: D Hill (Town Clerk)

- F.18.064** **To receive apologies**
Cllr T Walker
- F.18.065** **To receive declarations of interest**
None received.
- F.18.066** **To receive dispensation**
None received.
- F.18.067** **To approve the Minutes of the Finance Committee meeting held on 27th September 2018**
Proposed by Cllr J Raywood, seconded by Cllr S Raywood. It was RESOLVED to approve the Minutes of the Finance Committee meeting.
- F.18.068** **Matters arising from the Minutes – for information only in relation to matters not on the agenda**
- i. Proposal of costs relating to the civic calendar**
Carried forward to the next meeting.
 - ii. Update on professional budget in relation to the Staffing Committee**
The Town Clerk provided an update.
- F.18.069** **To review the Finance Risk Register**
This was deferred to the next meeting.
- F.18.070** **To review bank reconciliations for September 2018**
The bank reconciliations were reviewed.
- F.18.071** **To review aged debtors and creditors reports**
The reports were reviewed. Cllrs discussed the procedure for the non-payment of mooring fees.
Action: Town Clerk to ask ANT if they impound boats in the Marina.



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It was RESOLVED to write off debt items 151,160, 185 & 205. Proposed by Cllr Danter, seconded by Cllr S Raywood.

- F.18.072 To review payments and receipts reports for September 2018**
The payments and receipts reports were reviewed.
- F.18.073 To review budget reports**
The budget reports were reviewed.
- F.18.074 To agree the renewal of the Scribe Accounts Software from 1st November 2018 for one year.**
Proposed by Cllr Aldridge, seconded by Cllr Brennan. It was RESOLVED to renew the Scribe Accounts Software for one year.
- F.18.075 To receive an update on the External Audit**
There has been no further correspondence received.
Action: Town Clerk to chase up External Auditor
- F.18.076 To review the earmarked reserves report**
The earmarked reserves report was reviewed.
- F.18.077 To receive feedback from the Internal Control checks undertaken in July 2018**
The feedback was noted and it was also noted that an interim internal audit will be arranged by the Town Clerk ideally before Christmas.
- F.18.078 To consider and agree grant applications from outside bodies**
It was RESOLVED to award grant applications as follows:
Town Band - £500
Marina Court - £500
Victoria Gardens - £500
Revitalise - £0
Proposed by Cllr Brennan, seconded by Cllr Aldridge
- F.18.079 To review the progress made at the recent strategic planning working group and agree the next steps**
The progress made at the strategic planning working group was reviewed and it was noted that the Town Clerk was awaiting receipt of the output of the session.
- F.18.080 To review the budgeted spending / underspending of the Finance Committee**
The spending / underspending of the Finance Committee was reviewed.
- F.18.081 To discuss the formation of an Events & Community sub-committee / working group and the allocation of budget for this group**



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It was RESOLVED to set up a Tourism & Events sub-committee with a budget of £1500, with an option to extend if necessary. Proposed by Cllr Aldridge, seconded by Cllr Danter.

F.18.064 To consider an amendment to the agreed budget to vire up to £2,500 for an upgrade to the Town Council Website under the Finance Committee
It was RESOLVED to vire a total of £2,500 (£1,000 from Asset Management, £500 from Insurance, £163 from bank interest and £837 from Newsletter) to IT. Proposed by Cllr J Raywood, seconded by Cllr Brennan.

F.18.065 To note the progress in preparing draft committee budgets for Financial Years 2019/20, 2020/21, 2021/22
Severn Ham Committee, Environment & Amenities Committee, Planning and Buildings & Moorings Committees have all started preparing draft budgets. The Staffing Committee will be considering the budget at their next meeting in November.

It was RESOLVED to suspend Standing Orders to enable full consideration of all agenda items.

F.18.066 To discuss and agree on a draft committee budget for Financial Year 2019/20 and to consider the budget requirements for 2020/21 and 2021/22
The draft committee budget was discussed and agreed.

F.18.067 To approve the payments report
The payments report was approved.

The meeting closed at 8.55pm.

Signature of Chairman upon approval of the minutes 29th November
2018