

**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
THURSDAY 29TH NOVEMBER 2018**

To: Members of Finance Committee: Councillors C Danter (Chairman), T Walker (Deputy Mayor), P Aldridge, K Brennan, H Burns, J Raywood and S Raywood

You are summoned to attend a meeting of the Finance Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, on **Thursday 29th November 2018 commencing at 6.00pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
23rd November 2018

AGENDA

1. To receive apologies
2. To receive declarations of Interests
3. To receive dispensations
4. To approve the minutes of the Finance Committee meeting held on 1st November 2018
5. Matters arising from the minutes – for information only and not covered on the agenda
 - i. Proposal of costs relating to the civic calendar of events
6. To review bank reconciliations for October 2018
7. To review aged debtors and creditors reports
8. To review payments & receipts reports for October 2018
9. To review budget reports
10. To receive an update on the External Audit and the Interim Internal Audit
11. To consider and agree grant applications from outside bodies
12. To review the draft strategic planning document
13. To discuss the production of a Town Guide for 2019
14. To review progress on obtaining quotes for a new Town Council website

- 15.**To agree to purchase additional IT and telephone equipment for the front office to be used by the new Administration Officer and for execution of the Emergency Plan
- 16.**To review expenditure of the war memorial budget and retrospectively approve committed expenditure
- 17.**To review anticipated expenditure of the war memorial working group and agree to delegate authority to the Town Clerk in conjunction with the War Memorial Working Group
- 18.**To review draft committee budgets for Financial Years 2019/20, 2020/21 and 2021/22 and to agree the next steps in the budgeting process
- 19.**To approve the payments report