



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Finance Committee meeting held on 7<sup>th</sup> January 2019**

***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, H Burns, T Walker

**In attendance:** D Hill (Town Clerk)

**F.18.105 To receive apologies**

None.

**F.18.106 To receive declarations of interest**

None received.

**F.18.107 To receive dispensation**

None received.

**F.18.108 To approve the Minutes of the Finance Committee meeting held on 29<sup>th</sup> November 2018**

Proposed by Cllr Aldridge, seconded by Cllr Brennan. It was RESOLVED to approve the Minutes of the Finance Committee meeting.

**F.18.109 Matters arising from the Minutes – for information only in relation to matters not on the agenda**

**i. Avon Navigation Trust**

**Action:** Town Clerk to contact ANT regarding impounding boats.

**F.18.110 To review bank reconciliations for November 2018**

The bank reconciliations were reviewed.

**F.18.111 To review aged debtors and creditors reports**

The reports were reviewed and discussed. It was RESOLVED to delegate authority was given to the Town Clerk to take appropriate action in respect of unpaid invoices. Proposed by Cllr Walker, seconded by Cllr Raywood.

**F.18.112 To review payments and receipts reports for November 2018**

The payments and receipts reports were reviewed.

**F.18.113 To review budget reports and approve virements as required**

The budget reports were reviewed.



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- F.18.114 To agree to purchase additional IT and telephone equipment for the front office and reception area up to £2,350.**  
It was RESOLVED to purchase additional IT and telephone equipment for the front office and reception area up to £2,350.  
Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.18.115 To note the change in electricity supplier and associated direct debit and to approve the setting up of a standing order to pay the monthly bills to Ames for pest control services.**  
The change in electricity supplier and associated direct debit was noted.  
It was RESOLVED to approve the setting up of a standing order to pay the monthly bills to Ames for pest control services.  
Proposed by Cllr Danter, seconded by Cllr Brennan.
- F.18.116 To approve the payments list**  
It was RESOLVED to approve the payments list. Proposed by Cllr S Raywood, seconded by Cllr Brennan.
- F.18.117 To agree a recommendation to Full Council for the budget for Financial Years 2019/20, 2020/21 and 2021/22 and the precept request for 2019/20**  
It was RESOLVED to recommend budget expenditure of £430,509 and a precept requirement of £308,508. Proposed by Cllr Brennan, seconded by Cllr J Raywood.
- F.18.118 To review the external audit report for 2017/18**  
The external audit report was reviewed.
- F.18.119 To review the interim internal audit report for 2018/19**  
The internal audit report was reviewed. The next internal control checks will be carried out by Cllr J Raywood and Cllr Franklin on a date to be agreed with the Clerk.
- F.18.120 To consider and agree grant applications from outside bodies**  
It was RESOLVED to award £250.00 to Tewkesbury Abbey (2021 outreach project).  
Proposed by Cllr Aldridge, seconded by Cllr Burns.
- F.18.121 To review correspondence and progress on improvements to the Town Council website**  
It was agreed that the Clerk should produce a specification and that this should be provided to all companies quoting.
- F.18.122 To discuss the implementation of a policy in relation to fly-posting**  
To be added to booking terms and conditions. **Action:** Town Clerk to check Tewkesbury Borough Council's policy on fly-posting.



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There being no further business the meeting closed at 11:50

Signature of Chairman upon approval of the minutes ..... 29<sup>th</sup> January 2019