



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Finance Committee meeting held on 29<sup>th</sup> 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, H Burns, T Walker

**In attendance:** D Hill (Town Clerk) for part of the meeting

**F.18.086 To receive apologies**

None.

**F.18.087 To receive declarations of interest**

Cllr Walker is a recipient in payments list.

**F.18.088 To receive dispensation**

None received.

**F.18.089 To approve the Minutes of the Finance Committee meeting held on 1<sup>st</sup> November 2018**

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

**F.18.090 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**

The costs relating to the civic calendar of events are not all yet known, although the questions have been asked.

**ii. Update from ANT on impounding boats**

The Town Clerk was not present at the meeting at this point.

**F.18.091 To review bank reconciliations for October 2018**

The bank reconciliations were reviewed.

**F.18.092 To review aged debtors and creditors reports**

The reports were reviewed. Cllrs suggested that Ames (rat catching services) be paid by direct debit.

Cllrs discussed the flyposting of events around the town. **Action:** To discuss deposit to cover removal or fine if not removed. To be discussed at next meeting and added to booking form.

**F.18.093 To review payments and receipts reports for October 2018**



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The payments and receipts reports were reviewed.

### **F.18.094 To review budget reports**

The budget reports were reviewed. **Action:** Cllrs asked for clarification regarding cost centres – Mayor’s Charity, Tewkesbury War Memorial Group, R&M War memorial, Friends of Town Hall Garden.

**Action:** Cllrs requested more information regarding voucher 367 for bank charges

### **F.18.095 To receive an update on the External Audit and the Interim Internal audit**

An update was received. The interim internal audit has just been completed and the auditor is happy with progress to date.

### **F.18.096 To consider and agree grant applications from outside bodies**

It was RESOLVED to award the following grants:

- Carers - £350.00. Proposed by Cllr Walker, seconded by Cllr Brennan.
- Christmas lights - £800.00. Proposed by Cllr Danter, seconded by Cllr Aldridge.
- TADS - £504.00. Proposed by Cllr Brennan, seconded by Cllr J Raywood.

### **F.18.097 To review the draft strategic planning document**

It was agreed to be a good starting point, which can continue to be worked upon.

The Town Clerk joined the meeting at this juncture.

### **F.18.098 To discuss the production of a Town Guide for 2019**

The Town Clerk gave an update on the progress made so far. It was felt that there should be no cost to the Council producing the guide.

### **F.18.099 To review progress on obtaining quotes for a new Town Council website**

One quote has been received so far which does not meet the required specification.

**Action:** Deferred to the next meeting.

### **F.18.100 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.**

The IT equipment is expected to cost £2,000.00. The next meeting of the Severn Ham Committee will consider the viring of money from its budget to Finance, to cover this sum.

### **F.18.101 To review expenditure of the War Memorial budget and retrospectively approve committed expenditure**

The expenditure was reviewed and it was noted that some expenditure may have been mis-coded. The committee was not aware of any committed expenditure requiring approval.

**Action: Town Clerk to review detailed expenditure breakdown.**



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**F.18.102 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.**

The working group is considering an interactive screen display showing information about the soldiers named on the memorial.

**F.18.103 To review draft committee budgets for the for Financial Years 2019/20, 2020/21, 2021/22 and to agree the next steps in the budgeting process**

It was agreed that a working group would meet on Thursday 3<sup>rd</sup> January 2019 at 2pm to discuss further in preparation for the next Finance Committee meeting.

**F.18.104 To approve the payments report**

The payments report was approved.

There being no further business the meeting closed at 20:05

Signature of Chairman upon approval of the minutes ..... 7<sup>h</sup> January 2019