


**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
WEDNESDAY 19<sup>TH</sup> JUNE 2019**

**To: Members of Finance Committee:** Councillors T Walker, (Chairman), K Brennan, P Aldridge, C Danter, 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 **Wednesday 19<sup>th</sup> June 2019 commencing at 6.00pm**

**Members of the public and press are welcome to attend.**



Debbie Hill  
Town Clerk  
14<sup>th</sup> June 2019

**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 2<sup>nd</sup> May 2019
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Finance Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review bank reconciliations for April & May 2019
9. To review aged debtors and creditors reports
10. To review income & expenditure reports for April & May 2019
11. To review budget reports
12. To receive and discuss the Internal Audit Report for 2018/19
13. To receive and discuss year end accounts for 2018/19
14. To discuss reserves (general and earmarked) as at 31<sup>st</sup> March 2019
15. To review the bank mandate for the main account and the Mayor's charity account
16. To agree internal control checkers for 2019/20
17. To review payments made by direct debit

**18.** To review the asset register

**19.** To consider and agree grant applications from outside bodies

**20.** To agree the payments list

**MINUTES**

*of the*

**Finance Committee meeting held on 2<sup>nd</sup> May 2019**

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

**Present:** Cllrs C Danter (Chair), P Aldridge, H Burns, J Raywood, S Raywood

**In attendance:** D Hill (Town Clerk), one member of the public

**F.18.174 To receive apologies**  
Cllr Walker & Cllr Brennan

**F.18.175 To receive declarations of interest**  
Cllr Danter & Cllr Aldridge declared an interest in item 16 (minute ref: F.18.192)

**F.18.176 To receive dispensations**  
The Town Clerk granted a dispensation to Cllrs Danter and Aldridge in respect of the declaration relating to minute reference F.18.192 due to needing to remain quorate

**F.18.177 To approve the Minutes of the Finance Committee meeting held on 22<sup>nd</sup> March 2019**  
Proposed by Cllr Aldridge, seconded by Cllr Raywood. It was RESOLVED to approve the Minutes of the Finance Committee meeting.

**F.18.178 Matters arising from the Minutes – for information only in relation to matters not on the agenda**

**F.18.155 VOIP Telephone System**

Town Clerk to purchase a basic analogue phone

It was RESOLVED to adjourn the meeting at 18:18. Proposed by Cllr Aldridge, seconded by Cllr Joanne Raywood.

Meeting recommenced at 18:40

**F.18.179 To receive correspondence relating to the Finance Committee**  
Deferred to the next meeting.

**F.18.180 Public Participation**  
Written questions were received.

**F.18.181 To review bank reconciliations for March 2019**  
The bank reconciliations were reviewed.

**F.18.182 To review aged debtors and creditors reports**

## TEWKESBURY TOWN COUNCIL

The reports were reviewed and discussed.  
There is a typo on purchase orders 7 & 8.

- F.18.183**      **To review income & expenditure reports for March 2019**  
The payments and receipts reports were reviewed.
- F.18.184**      **To review budget reports**  
The budget reports were reviewed.
- F.18.185**      **To review the Risk Management Register**  
The risk management register was reviewed.
- F.18.186**      **To receive an update from the town Clerk on financial year end procedures and the internal audit**  
**Action:** 17/18 Part 3 needs to be removed from the website.
- F.18.187**      **To agree to purchase and install a 60" display screen in the Court Room at the Town Hall for use daily as an information screen and for presentations; as recommended by the Planning Committee**  
Deferred to the next meeting.
- F.18.188**      **To agree the addition of an e-commerce facility to the Town Council's website**  
This is no longer required
- F.18.189**      **To agree to pay Digital Telecom Ltd by monthly direct debit**  
It was RESOLVED to pay Digital Telecom Ltd by monthly direct debit.  
Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.18.190**      **To delegate authority to the Town Clerk to authorise expenditure relating to the organisation of Mayor Making on 20<sup>th</sup> May 2019**  
It was RESOLVED to delegate authority to the Town Clerk to authorise expenditure relating to the organisation of Mayor Making on 20<sup>th</sup> May 2019.  
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.18.191**      **To agree the payments list**  
It was RESOLVED to agree the payments list.  
Proposed by Cllr J Raywood, seconded by Cllr Aldridge.
- F.18.192**      **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item**  
Proposed by Cllr Aldridge, seconded by Cllr Simon Raywood.
- F.18.193**      **To consider and agree grant applications from outside bodies**  
It was RESOLVED to approve the following grant payments:  
Tewkesbury Rotary Club £250.00 – proposed by Cllr Aldridge, seconded by Cllr Burns.  
Tewkesbury Men's Club £240.00 – proposed by Cllr Burns, seconded by Cllr J Raywood.



**TEWKESBURY TOWN COUNCIL**

There being no further business the meeting closed at 19:57

Signature of Chairman upon approval of the minutes ..... 19<sup>th</sup> June 2019

DRAFT

**Tewkesbury Town Council**

APRIL 2019

<b>Bank Reconciliation at 23/05/2019</b>			
	Cash in Hand 01/04/2019		249,275.65
	<b>ADD</b>		
	Receipts 01/04/2019 - 23/05/2019		182,900.75
	<b>SUBTRACT</b>		
	Payments 01/04/2019 - 23/05/2019		80,253.31
<b>A</b>	<b>Cash in Hand 23/05/2019</b> (per Cash Book)		<b>351,923.09</b>
Cash in hand per Bank Statements			
	Cash 23/05/2019	0.00	
	Lloyds Bank - Business Accour 23/05/2019	341,123.67	
	Lloyds Bank - Mayors Charity F 23/05/2019	5,513.29	
	Lloyds bank Savings Account 23/05/2019	51,160.33	
			<b>397,797.29</b>
	Less unpresented cheques As attached		59,103.37
			338,693.92
	Plus unpresented receipts As attached		13,229.17
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>351,923.09</b>
<b>A = B Checks out OK</b>			

**Tewkesbury Town Council**  
**RECONCILIATION - Lloyds Bank - Business Account**

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From Accounts . . . . .	£300,519.47
Payments not cashed . . . . . Add . . . . .	£53,823.37
Receipts not entered . . . . . Subtract . . . . .	£13,219.17
<b>Statement should be . . . . .</b>	<b>£341,123.67</b>

DM

J3195100SABMBA0000001333001009 396 000

TEWKESBURY TOWN COUNCIL  
 MRS C DANTER  
 TOWN HALL  
 HIGH STREET  
 TEWKESBURY  
 GLOUCESTERSHIRE  
 GL20 5AL



Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

Call us on: **0345 072 5555** (from UK)  
**+44 1733 347338** (from Overseas)  
 Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: **HIGH ST (309187)**  
 Sort code: **30-91-87**  
 Account number: **03031583**  
 BIC: **LOYDGB21054**  
 IBAN: **GB44 LOYD 3091 8703 0315 83**



**BUSINESS ACCOUNT**  
 TEWKESBURY TOWN COUNCIL

## Account Summary

Balance On 29 March 2019	£201,245.97
Total Paid In	£170,802.35
Total Paid Out	£30,924.65
<b>Balance On 30 April 2019</b>	<b>£341,123.67</b>

DHP

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
29 Mar 19		<b>BALANCE BROUGHT FORWARD</b>			<b>201,245.97</b>
1 Apr 19	Standing Order	AMES GROUP LTD	28.00		201,217.97
1 Apr 19	Standing Order	<del>PHILTON</del>		117.00	201,334.97
1 Apr 19	Direct Debit	<del>PHILTON</del> MOORINGS WATER PLUS 0385050899	15.84		201,319.13
1 Apr 19	Direct Debit	WATER PLUS 0898011922	254.76		201,064.37
1 Apr 19	Direct Debit	CF CORPORATE FINAN C24471901761641	635.60		200,428.77
1 Apr 19	Faster Payment	SQUARE PH737WZ6UKG52NSC00 200000 40 01APR19 16:25		138.96	200,567.73
2 Apr 19	Payment	002365	70.00		200,497.73
2 Apr 19	Deposit	501157		910.96	201,408.69
3 Apr 19	Standing Order	<del>FOUNTER</del> <del>ANDREW</del> MOORING		54.60	201,463.29
4 Apr 19	Faster Payment	<del>PERKINS</del> 500000000454361875 INV 80 772723 10 04APR19 13:13	1,400.00		200,063.29
04 Apr 19		<b>BALANCE CARRIED FORWARD</b>			<b>200,063.29</b>

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**Tewkesbury Town Council**  
**RECONCILIATION - Lloyds bank Savings Account**

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From Accounts . . . . .	£51,160.33
Payments not cashed . . . . . Add . . . . .	£0.00
Receipts not entered . . . . . Subtract . . . . .	£0.00
<b>Statement should be . . . . .</b>	<b>£51,160.33</b>

*DH*





Entry Date	Value Date	Narrative	Transaction Reference	Entries	Balance
17-Apr-19	18-Apr-19	Interest Payment		1.05 CR	51,147.73 CR
18-Apr-19	23-Apr-19	Interest Payment		5.25 CR	51,152.98 CR
23-Apr-19	24-Apr-19	Interest Payment		1.05 CR	51,154.03 CR
24-Apr-19	25-Apr-19	Interest Payment		1.05 CR	51,155.08 CR
25-Apr-19	26-Apr-19	Interest Payment		1.05 CR	51,156.13 CR
26-Apr-19	29-Apr-19	Interest Payment		3.15 CR	51,159.28 CR
29-Apr-19	30-Apr-19	Interest Payment		1.05 CR	51,160.33 CR
30-Apr-19	CLOSING BALANCE				51,160.33 CR

Should you have any queries about the content of this letter, please email us at [CBMO.MMTradeSupport@lloydsbanking.com](mailto:CBMO.MMTradeSupport@lloydsbanking.com). Alternatively, you can telephone us on 0207 158 6975.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria.

Not all Lloyds Banking Group customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at:-  
<https://commercialbanking.lloydsbank.com/important-information/commercial-banking-regulatory-information/>

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/)

For further information please visit our website at [www.Lloydsbank.com/Business](http://www.Lloydsbank.com/Business)

**Tewkesbury Town Council**  
**RECONCILIATION - Lloyds Bank - Mayors Charity Fund**

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From Accounts . . . . . £243.29

Payments not cashed . . . . . Add . . . . . £5,280.00

Receipts not entered . . . . . Subtract . . . . . £10.00

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**Statement should be . . . . . £5,513.29**

*DH*

LLOYDS BANK



Your account statement  
Statement sheet number: 89  
Issue date: 30 April 2019  
Page: 1 of 3

J3195100SA3MBA0000015098001002 396 000

MAYOR'S CHARITY FUND  
TOWN HALL  
TEWKESBURY  
GLOUCESTERSHIRE  
GL20 1AW



Write to us at:  
PO Box 1000  
Andover  
BX1 1LT

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Your branch: HIGH ST (309187)  
Sort code: 30-91-87  
Account number: 02888332  
BIC: LOYDGB21054  
IBAN: GB43 LOYD 3091 8702 8883 32



TREASURERS ACCOUNT  
MAYORS CHARITY FUND

Account Summary

Balance On 28 February 2019	£5,383.29
Total Paid In	£130.00
Total Paid Out	£0.00
Balance On 18 April 2019	<b>£5,513.29</b>

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Feb 19		BALANCE BROUGHT FORWARD			5,383.29
2 Apr 19	Deposit	500088		80.00	5,463.29
18 Apr 19	Deposit	500089		50.00	5,513.29
18 Apr 19		BALANCE CARRIED FORWARD			5,513.29

Important Information

Currently, when you use your Debit Card to make a payment or receive a refund, the money goes into or comes out of your account on a working day, Monday to Friday. From June 2019, this will change. Debit Card payments and refunds will come into or out of your account on any day of the week, including weekends and Bank Holidays. Please make sure you have enough available funds in your account when you make a Debit Card payment – see your account terms and conditions for more details.

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement. For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

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## Tewkesbury Town Council

### OUTSTANDING PURCHASE ORDER LIST

Order No	Date	Cheque	Code	Name	Description	Amount
7	25/04/2019	Electronic	13,801	Midland Arboricultural & Woodland	Mapping of the docks	870.00
8	25/04/2019	Electronic	13,801	Midland Arboricultural & Woodland	Spraying of the docks	4,180.00
10	30/04/2019		3,550	Greenfields Garden Services Ltd	Bench Replacement	1,944.00
11	02/05/2019	Electronic	10,300	Total Floor Care	Floor Repairs	1,428.00
19	22/05/2019	Electronic	10,300	Allcooper Security Solutions	Fire Alarm	132.00
20	22/05/2019	Electronic	10,300	Allcooper Security Solutions	Intruder Alarm System	334.68
21	24/05/2019	Electronic	9,500	Digital Telecom Ltd	Door Entry System	756.00
23	29/05/2019	Electronic	10,300	Gloucester Event Hire	Fridge	108.00
26	12/06/2019	Electronic	10,500	Fuelled by Cider	Event	275.00
27	12/06/2019		10,500	Packwood Printers Ltd	Banner & Poster	111.60
<b>Total</b>						<b>10,139.28</b>

## Tewkesbury Town Council

### OUTSTANDING SALES INVOICE LIST

Invoice No	Date	Ref	Code	Name	Description	Amount
7	18/04/2019		90,000	Severn Rivers Trust	Event	69.60
30	18/04/2019		10,000	H.O.P.P.	Event	28.00
38	23/04/2019		10,000	To Have & To Hold Records	90's alternative disco	67.50
57	23/04/2019		10,000	Rikasystemz	Event	140.00
65	07/05/2019		10,000	Infinity Pole Dance	Dance & Fitness Classes	17.50
69	10/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
76	16/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
77	16/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
78	16/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
82	16/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	134.40
84	22/05/2019		90,000	Pride In Gloucestershire	Pride In Gloucestershire event	69.12
85	29/05/2019		10,000	Tewkesbury Town Band	Hall hire	155.00
86	30/05/2019		10,000	Rikasystemz	Event	112.00
89	30/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	134.40
90	30/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
91	30/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
92	30/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
93	30/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	134.40
94	30/05/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	67.20
95	30/05/2019		90,000	Creators of Craft	Craft Fair	72.00
96	30/05/2019		90,000	Creators of Craft	Craft Fair	134.40
97	30/05/2019		90,000	Tewkesbury Country Markets	Country Market	33.60
98	30/05/2019		90,000	Tewkesbury Country Markets	Country Market	33.60
99	30/05/2019		90,000	Tewkesbury Country Markets	Country Market	33.60
100	30/05/2019		90,000	Tewkesbury Country Markets	Country Market	33.60
103	30/05/2019		90,000	Emporium Enterprises	Craft Fair	57.60
106	30/05/2019		90,000	Tewkesbury Borough Council	Planning Enquiry Meeting	265.50
108	12/06/2019		90,000	Crafts, Cakes & Collectables	Craft Fair	134.40
109	13/06/2019	Card	10,000	Goals Beyond Grass	Charity music event concert	48.75
110	13/06/2019		10,000	The Cotswold Canaries	Event	31.50
111	13/06/2019		10,000	The Cotswold Canaries	Event	31.50
112	13/06/2019		10,000	<del>XXXXXXXXXX</del>	Event	175.00
113	13/06/2019		10,000	<del>XXXXXXXXXX</del>	Event	150.00
114	13/06/2019		11,500	Viscount Textiles	Recharge for damage	8.70
<b>Total</b>						<b>2,843.27</b>



**Tewkesbury Town Council**  
**Listing of Receipts in each Code for Cost Centre - FINANCE**  
 (Between 01/04/2019 to 31/05/2019)

Cost Centre		FINANCE											
Code Vchr.	Number	Date	5,100 Minute	Precept	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
53	03/05/2019		Lloyds Bank -			BACS146087	Precept	Tewkesbury Borough Council	Z	150,644.00	0.00	150,644.00	
Subtotal for Code: Precept											£150,644.00	£150,644.00	
Code Vchr.	Number	Date	5,150 Minute	Bank Interest	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
30	02/05/2019		29.03.19-3		Lloyds bank		Bank Interest Received	Lloyds Bank	E	33.60	0.00	33.60	
Subtotal for Code: Bank Interest											£33.60	£33.60	
Subtotal for Cost Centre: FINANCE											150,677.60	0.00	150,677.60
<b>TOTALS .....</b>											<b>£150,677.60</b>	<b>£0.00</b>	<b>£150,677.60</b>

**Tewkesbury Town Council**  
**Listing of Payments in each Code for Cost Centre - FINANCE**  
**(Between 01/04/2019 to 31/05/2019)**

Cost Centre	FINANCE	Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
		<b>5,026 Bank Charges</b>										
Vchr.												
54	26/04/2019	19	Lloyds Bank -		CARD	Card fees	Square Card	E	0.20	0.00	0.20	
55	26/04/2019	20	Lloyds Bank -		CARD	Card fees	Square Card	E	0.28	0.00	0.28	
56	26/04/2019	52.5	Lloyds Bank -		Card	Card fees	Square Card	E	2.06	0.00	2.06	
57	26/04/2019	21	Lloyds Bank -		Card	Card fees	Square Card	E	0.20	0.00	0.20	
58	26/04/2019	22	Lloyds Bank -		Card	Card fees	Square Card	E	4.80	0.00	4.80	
59	26/04/2019	23	Lloyds Bank -		BACS	Card fees	Square Card	E	1.40	0.00	1.40	
60	26/04/2019	24	Lloyds Bank -		BACS	Card fees	Square Card	E	1.31	0.00	1.31	
61	26/04/2019	25	Lloyds Bank -		BACS	Card fees	Square Card	E	0.40	0.00	0.40	
110	08/05/2019	58	Lloyds Bank -		Card	Card fees	Square Card	E	1.12	0.00	1.12	
111	08/05/2019	60	Lloyds Bank -		Card	Card fees	Square Card	E	0.20	0.00	0.20	
112	08/05/2019	61	Lloyds Bank -		Card	Card fees	Square Card	E	0.56	0.00	0.56	
113	08/05/2019	62	Lloyds Bank -		Card	Card fees	Square Card	E	0.90	0.00	0.90	
114	08/05/2019	64	Lloyds Bank -		Card	Card fees	Square Card	E	0.90	0.00	0.90	
115	08/05/2019	65	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
116	08/05/2019	66	Lloyds Bank -		Card	Card fees	Square Card	E	0.40	0.00	0.40	
117	08/05/2019	67	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
118	08/05/2019	68	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
119	08/05/2019	69	Lloyds Bank -		Card	Card fees	Square Card	E	0.40	0.00	0.40	
120	08/05/2019	70	Lloyds Bank -		Card	Card fees	Square Card	E	1.03	0.00	1.03	
121	08/05/2019	71	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
122	08/05/2019	72	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
123	08/05/2019	26	Lloyds Bank -		Card	Card fees	Square Card	E	3.00	0.00	3.00	
127	09/05/2019	75	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
128	09/05/2019	33	Lloyds Bank -		Card	Card fees	Square Card	E	2.63	0.00	2.63	
129	09/05/2019	101	Lloyds Bank -		Card	Card fees	Square Card	E	0.90	0.00	0.90	
130	09/05/2019	102	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
170	17/05/2019		Lloyds Bank -		DD	Bank Charges	Lloyds Bank	Z	5.00	0.00	5.00	
189	23/05/2019		Lloyds Bank -			Balance correction	Tewkesbury Town Council	Z	0.10	0.00	0.10	
208	31/05/2019	117	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
209	31/05/2019	118	Lloyds Bank -		Card	Card fees	Square Card	E	0.90	0.00	0.90	
210	31/05/2019	119	Lloyds Bank -		Card	Card fees	Square Card	E	13.61	0.00	13.61	
211	31/05/2019	120	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
212	31/05/2019	121	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
213	31/05/2019	122	Lloyds Bank -		Card	Card fees	Square Card	E	0.90	0.00	0.90	
214	31/05/2019	123	Lloyds Bank -		Card	Card fees	Square Card	E	0.62	0.00	0.62	
215	31/05/2019	124	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	
216	31/05/2019	125	Lloyds Bank -		Card	Card fees	Square Card	E	0.60	0.00	0.60	

## Tewkesbury Town Council

### Listing of Payments in each Code for Cost Centre - FINANCE (Between 01/04/2019 to 31/05/2019)

Code Number		5,525 Telephone, IT		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
28	24/04/2019	April 2019	Lloyds Bank -				Landline Town Hall	Utility Warehouse - Main Bill	S			16.49	3.30	19.79			
39	25/04/2019	Retained	Lloyds Bank -				IT Support	Charlton Networks Ltd	S			75.00	15.00	90.00			
40	25/04/2019		Lloyds Bank -				Unlimited Business Broadband	Plusnet plc	S			17.00	3.40	20.40			
75	02/05/2019	Retained	Lloyds Bank -				Office 365 Licence	IntY Limited	S			48.88	9.78	58.66			
93	03/05/2019	N/A	Lloyds Bank -				Issue with printer/scanner - site visit	Charlton Networks Ltd	S			132.50	26.50	159.00			
150	13/05/2019	Finance	Lloyds Bank -				Telephone System	Digital Telecom Ltd	S			1,515.00	303.00	1,818.00			
157	14/05/2019	Retained	Lloyds Bank -				IT Support	Charlton Networks Ltd	S			75.00	15.00	90.00			
175	21/05/2019		Lloyds Bank -				Landline Town Hall	Utility Warehouse - Main Bill	S			4.35	0.87	5.22			
Subtotal for Code: Bank Charges												£1,884.22	£376.85	£2,261.07			
Code Number		5,550 Stationery & Consumables		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
92	03/05/2019	Retained	Lloyds Bank -				Stationery	Proactive Business Supplies	S			384.42	76.90	461.32			
Subtotal for Code: Stationery & Consumables												£384.42	£76.90	£461.32			
Code Number		5,600 Petty Cash		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
139	25/04/2019		Lloyds Bank -				Petty Cash	Tewkesbury Town Council	Z			100.00	0.00	100.00			
198	28/05/2019		Lloyds Bank -				Petty Cash	Tewkesbury Town Council	Z			100.00	0.00	100.00			
Subtotal for Code: Petty Cash												£200.00	£0.00	£200.00			
Code Number		5,725 Legal		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
2	23/04/2019	Retained	Lloyds Bank -				Legal Fees	Thomson Bancks Solicitors	S			756.66	151.33	907.99			
204	30/05/2019		Lloyds Bank -				Legal Fees	Thomson Bancks Solicitors	S			1,993.50	358.70	2,352.20			
Subtotal for Code: Legal												£2,750.16	£510.03	£3,260.19			
Code Number		5,726 Subscriptions		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
1	23/04/2019	Contract	Lloyds Bank -				Annual Subscription Fee	GAPTC	Z			2,541.35	0.00	2,541.35			
Subtotal for Code: Subscriptions												£2,541.35	£0.00	£2,541.35			
Code Number		5,729 Professional		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
77	02/05/2019		Lloyds Bank -				Accountancy Services	Paul Burdick	E			250.00	0.00	250.00			
172	21/05/2019		Lloyds Bank -				Accountancy Services	Paul Burdick	E			250.00	0.00	250.00			
Subtotal for Code: Professional												£500.00	£0.00	£500.00			
Code Number		5,860 Civic		Cheq. No.		Description		Supplier		Vat Type		Net		Vat		Total	
Vchr.	Date	Minute	Bank	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
102	07/05/2019	N/A	Lloyds Bank -				Supply frame & remount image	The Photo Studio (Tewkesbury) Ltd	S			18.34	3.66	22.00			
179	21/05/2019		Lloyds Bank -				Supply of bouquets	Simply Flowers at Aston Cross	Z			50.00	0.00	50.00			

**Tewkesbury Town Council**  
**Listing of Payments in each Code for Cost Centre - FINANCE**  
**(Between 01/04/2019 to 31/05/2019)**

188	23/05/2019	Lloyds Bank -	Electronic	Remembrance Service	Tewkesbury Abbey	Z	175.00	0.00	175.00
190	28/05/2019	Lloyds Bank -	Electronic	Inscription & Lettering Expenses	Liz O'Sullivan	Z	320.00	0.00	320.00
197	28/05/2019	Lloyds Bank -	2379		Tewkesbury Town Council	S	295.72	2.47	298.19
Subtotal for Code: Civic							£859.06	£6.13	£865.19
<b>Code Number 5,925 Grants - Community</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
25	24/04/2019	FC 4/19	Lloyds Bank -	Community Grants	Milton Manor Primary School	E	500.00	0.00	500.00
101	07/05/2019	Finance	Lloyds Bank -	Community Cohesion	The Rotary Club	E	250.00	0.00	250.00
Subtotal for Code: Grants - Community							£750.00	£0.00	£750.00
<b>Code Number 13,50 Insurance</b>									
<b>Vchr.</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
109	08/05/2019		Lloyds Bank -	Insurance Payment	WPS Insurance Brokers & Risk	Z	211.03	0.00	211.03
154	14/05/2019		Lloyds Bank -	Insurance Payment	WPS Insurance Brokers & Risk	Z	28.00	0.00	28.00
Subtotal for Code: Insurance							£239.03	£0.00	£239.03
Subtotal for Cost Centre: FINANCE							10,159.26	969.91	11,129.17
<b>TOTALS .....</b>							<b>£10,159.26</b>	<b>£969.91</b>	<b>£11,129.17</b>



**Tewkesbury Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre BUILDINGS & MOORINGS**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
1,00	Moorings Income	5,500.00	934.00	-4,566					-4,566
1,10	Moorings R&M				3,000.00	205.30	2,795		2,795
1,20	Moorings Business Rates				1,500.00	248.20	1,252		1,252
1,30	Moorings Earmarked Reserves								
1,40	Moorings Development				4,020.00		4,020		4,020
1,50	Moorings Leases				100.00		100		100
1,60	Moorings Projects								
8,50	Museum Running Costs				8,000.00		8,000		8,000
8,55	Museum R&M				4,000.00	152.00	3,848		3,848
8,70	Museum Earmarked Reserves								
9,10	Town Hall Garden Income	50.00		-50		290.83	-291		-341
9,20	Town Hall Business Rates				4,000.00	828.40	3,172		3,172
9,30	Town Hall Water Rates				675.00		675		675
9,40	Town Hall Utilities				4,000.00	443.72	3,556		3,556
9,50	Town Hall R&M				10,000.00	7,582.31	2,418		2,418
9,60	Town Hall Garden Expenditure				250.00	210.43	40		40
9,65	Town Hall Events								
9,70	Town Hall Earmarked Reserves								
9,80	Town Hall Projects				12,000.00		12,000		12,000
11,5	War Memorial R&M				250.00	7.25	243		243
11,6	War Memorial Fund								
11,7	War Memorial Group	50.00		-50					-50
11,8	War Memorial Earmarked								
90,0	Town Hall Income	14,000.00	2,138.80	-11,861					-11,861
	<b>SUB TOTAL</b>	<b>19,600.00</b>	<b>3,072.80</b>	<b>-16,527</b>	<b>51,795.00</b>	<b>9,968.44</b>	<b>41,827</b>		<b>25,299</b>

**Cost Centre ENVIRONMENT & AMENITIES**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
3,00	Spring Gardens Income	3,000.00	648.00	-2,352					-2,352
3,00	Gloucester Road Income	1,500.00	309.69	-1,190					-1,190
3,55	Derek Graham R&M				2,000.00	1,939.99	60		60
3,57	Mitton R&M				1,000.00	516.80	483		483
3,60	Warwick Place R&M				1,500.00	736.74	763		763
3,62	CCTV				6,000.00	3,025.00	2,975		2,975
3,65	Tree Maintenance				3,000.00		3,000		3,000
3,67	Street Furniture & Clock				4,000.00		4,000		4,000
3,70	Emergency Plan/Adverse				1,000.00		1,000		1,000
3,72	Spring Gardens R&M				5,000.00	707.65	4,292		4,292
3,73	Spring Gardens Water				2,000.00	604.05	1,396		1,396
3,74	Spring Gardens Rates				3,000.00	595.10	2,405		2,405
3,75	Spring Gardens Utilities				650.00	181.40	469		469
3,80	Gloucester Rd R&M				1,750.00	120.00	1,630		1,630
3,80	Gloucester Road Water				650.00	192.93	457		457
3,80	Gloucester Road Rates				2,220.00	459.15	1,761		1,761
3,83	Gloucester Road Utilities				400.00	63.66	336		336
3,85	Notice Boards				1,300.00	550.00	750		750
3,88	Cleaning & Maintenance				1,500.00		1,500		1,500
3,89	Combined Consumables				2,500.00	284.36	2,216		2,216
11,5	Warwick Place Improvement								
11,5	Youth Budget								
11,5	Arrivall Insurance				250.00	268.40	-18		-18



**Tewkesbury Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

11,5	Bus Shelter R&M				1,000.00	1,910.20	-910	-910
11,5	Hygiene Contract				1,200.00	800.80	399	399
13,5	Flood Support							
13,5	GIS				650.00		650	650
13,5	Grass Cutting				2,840.00		2,840	2,840
13,7	E&A Earmarked Reserves							
13,8	Playparks Projects				40,500.00	27,238.66	13,261	13,261
<b>SUB TOTAL</b>		<b>4,500.00</b>	<b>957.69</b>	<b>-3,542</b>	<b>85,910.00</b>	<b>40,194.89</b>	<b>45,715</b>	<b>42,173</b>

**Cost Centre FINANCE**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
5,02	Bank Charges				60.00	87.47	-27		-27
5,10	Precept	301,288.00	150,644.00	-150,644					-150,644
5,15	Bank Interest	250.00	66.17	-184					-184
5,50	Photocopier				2,500.00		2,500		2,500
5,52	Telephone, IT				4,000.00	2,459.76	1,540		1,540
5,55	Stationery & Consumables				1,600.00	592.39	1,008		1,008
5,60	Petty Cash				1,000.00	200.00	800		800
5,70	Contingency				6,000.00		6,000		6,000
5,72	Legal				12,000.00	2,750.16	9,250		9,250
5,72	Subscriptions				4,000.00	2,541.35	1,459		1,459
5,72	Website Hosting				350.00		350		350
5,72	Audit				2,000.00	391.70	1,608		1,608
5,72	Professional				3,500.00	500.00	3,000		3,000
5,73	Elections				1,000.00		1,000		1,000
5,73	Publications				200.00		200		200
5,75	Asset Management Project								
5,77	Newsletter				500.00		500		500
5,82	Events & Services				3,200.00		3,200		3,200
5,85	Regalia				2,000.00		2,000		2,000
5,86	Civic				1,000.00	859.06	141		141
5,87	Mayor's Allowance				1,500.00	1,500.00			
5,92	Grants - Community				10,000.00	3,840.00	6,160		6,160
13,5	Tourism & Marketing				380.00		380		380
13,5	Insurance				6,000.00	239.03	5,761		5,761
13,5	Town Crier Stipend				1,000.00	1,000.00			
13,6	Finance Earmarked Reserves								
<b>SUB TOTAL</b>		<b>301,538.00</b>	<b>150,710.17</b>	<b>-150,828</b>	<b>63,790.00</b>	<b>16,960.92</b>	<b>46,829</b>		<b>-103,999</b>

**Cost Centre MAYOR'S CHARITY**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
13,0	Income		60.00	60					60
13,5	Expenditure					5,280.00	-5,280		-5,280
<b>SUB TOTAL</b>			<b>60.00</b>	<b>60</b>		<b>5,280.00</b>	<b>-5,280</b>		<b>-5,220</b>

**Cost Centre PLANNING**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
4,00	CIL	140.00		-140					-140
4,10	Outreach Expenses				500.00		500		500
4,20	Comm & Display Equipment				2,000.00		2,000		2,000
4,90	Planning Earmarked Reserves								
<b>SUB TOTAL</b>		<b>140.00</b>		<b>-140</b>	<b>2,500.00</b>		<b>2,500</b>		<b>2,360</b>

## Tewkesbury Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

Cost Centre		SEVERN HAM						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2,00	Fishing Rights	1,500.00		-1,500				-1,500
2,10	Severn Ham Natural England	22,248.00	5,516.38	-16,732				-16,732
2,10	Severn Ham Hay Auction	190.00	166.90	-23				-23
2,10	Severn Ham Single Payment	13,000.00		-13,000				-13,000
2,20	Wayleaves	695.00		-695				-695
2,50	Commoners Grazing				2,000.00		2,000	2,000
2,50	Bund Repairs				9,000.00		9,000	9,000
2,50	Hay Sowing Project				10,000.00		10,000	10,000
2,50	Volunteers (Rec & Prom)				2,000.00		2,000	2,000
2,50	Utilities				250.00		250	250
2,50	Auction Fees				450.00		450	450
2,50	Weeding				2,500.00		2,500	2,500
2,50	Tree Conservation				5,000.00		5,000	5,000
2,54	Ancillary Management/Salaries				4,000.00		4,000	4,000
2,54	Nesting Project				2,000.00		2,000	2,000
2,54	Signage				2,000.00	7.49	1,993	1,993
2,54	Carver Knowles (Basic				2,250.00	472.50	1,778	1,778
2,54	Cross Compliance Consultancy				500.00		500	500
2,54	Conservation Advisor				5,250.00	1,250.00	4,000	4,000
2,54	Footpath Repairs				3,000.00		3,000	3,000
2,60	Severn Ham Earmarked							
13,8	Severn Ham		14,924.50	14,925				14,925
	<b>SUB TOTAL</b>	<b>37,633.00</b>	<b>20,607.78</b>	<b>-17,025</b>	<b>50,200.00</b>	<b>1,729.99</b>	<b>48,470</b>	<b>31,445</b>
Cost Centre		STAFFING						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7,50	Salaries				121,861.00	21,372.90	100,488	100,488
7,55	FM Contractor				24,225.00	6,586.75	17,638	17,638
7,60	Staff & Councillor Training				2,500.00	80.00	2,420	2,420
7,70	Staff & Councillor Travel				100.00	414.44	-314	-314
7,80	Payroll Processing				750.00	74.00	676	676
7,90	Professional				3,500.00		3,500	3,500
7,95	Staffing Earmarked Reserves							
	<b>SUB TOTAL</b>				<b>152,936.00</b>	<b>28,528.09</b>	<b>124,408</b>	<b>124,408</b>
Cost Centre		VAT Admin						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
12,0	Vat admin							
	<b>SUB TOTAL</b>							
Cost Centre		WATSON HALL						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
10,0	Income	15,000.00	2,238.15	-12,762		79.20	-79	-12,841
10,1	Water Rates				500.00	217.26	283	283
10,2	Utilities				3,500.00	929.63	2,570	2,570
10,3	R&M				8,000.00	6,679.59	1,320	1,320
10,4	Tudor Bar		6,883.99	6,884		6,016.46	-6,016	868
10,5	Events		3,667.20	3,667		5,475.20	-5,475	-1,808
10,6	Earmarked Reserves							
10,7	Leases	20,150.00		-20,150				-20,150

**Tewkesbury Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

10,8	Projects				15,000.00	9,288.17	5,712	5,712
	<b>SUB TOTAL</b>	<b>35,150.00</b>	<b>12,789.34</b>	<b>-22,361</b>	<b>27,000.00</b>	<b>28,685.51</b>	<b>-1,686</b>	<b>-24,046</b>
	<b>NET TOTAL</b>	<b>398,561.00</b>	<b>188,197.78</b>	<b>-210,363</b>	<b>434,131.00</b>	<b>131,347.84</b>	<b>302,783</b>	<b>92,420</b>
	<b>V.A.T.</b>		<b>1,818.92</b>			<b>14,201.72</b>		
	<b>GROSS TOTAL</b>		<b>190,016.70</b>			<b>145,549.56</b>		

## TEWKESBURY TOWN COUNCIL

Internal auditor's report for the year ended 31 March 2019

Date of Internal Audit: 4.6.19

Name of Auditor: Ruth Warne

### 1. Working documents

Ref	Test	Meets requirements? Yes, No or N/A	Internal Auditor's comments	For use by Council
1.1	Have Standing Orders been tailored and formally adopted?	Yes	Adopted 11/12/17. Note that NALC issued updated Standing Orders, July 2018.  <u>Recommend:</u> that the updated NALC SOs are adopted.	
1.2	Have Standing Orders been reviewed and minuted?	No		
1.3	Have Financial Regulations been tailored to council and formally adopted?	Yes	Adopted 11/12/17	
1.4	Have Financial regulations been reviewed and minuted?	No	Council are currently undertaking a wide ranging review of Financial Regs.  <u>Recommend:</u> that limits for authority to spend by Clerk/Clerk & Chairman/Clerk in emergency be reviewed in light of operational requirements. Adopted 2014. Council may wish to review this.	
1.5	Does the council have a grant awarding policy?	Yes	There is also a well structured grant application form on website and list of grants awarded.	
1.6	Have items / services above the	N/A		

	recommended amount been competitively purchased in accordance with Financial and Procurement Regulations? (LARGE COUNCILS)			
1.7	Evidence that council maintains an adequate & effective system of internal control, including risk management and that it is reviewed by full council annually?	Yes	Two Members appointed 23/4/18 to do checks (Minute 18/19-089).	
1.8	Details of public land and building assets on website (if applicable)	Yes		
1.9	Code of conduct adopted?	Yes	Adopted 18/5/15	
2.	<b>ADMIN</b>			
2.1	Has the General Power of Competence been adopted? Eg a minute reference	Yes	At Full Council, 9/7/18, Minute 18/19 - 181	
2.2	Is there a separate account for s.137 payments?	N/A		



2.3	Council authorisation of Direct Debit list and Standing Orders?	Yes		
2.4	Was the precept demand properly minuted?	Yes	At Full Council, 21/1/19, Minute 18/19 – 316. Discussion is minuted in detail – good.	
2.5	Was Petty Cash expenditure approved?	Yes	Good records kept, expenditure is properly vouched. Fin Regs specify petty cash float of £100 which seems low in view of demands upon the float.	

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
2.6	Receipts issued for cash income?	Yes	Receipt book seen.	
2.7	Is all expenditure supported by VAT invoices, if applicable?	Yes		
2.8	VAT - recorded and paid / reclaimed properly?	Yes	Claimed quarterly. Detailed statement on file at EOY of various historical adjustments which have been made – good.	
2.9	Purpose of loan and power identified, if applicable	N/A		
3.	<b>RISK MANAGEMENT</b>			
3.1	Insurance policy in	Yes		

	<b>place?</b>			
3.2	Insurance – evidence of review of cover	Yes		At Full Council, 21/5/18 (Minute 18/19-122), changed insurer, 3 year contract.
3.3	Copy of Risk Management policy / statement seen?	Yes		
3.4	Asset register seen and up to date?	Yes		
3.5	Evidence that assets have been inspected for risk	Yes		Within Asset Register and in Risk Register
3.6	Review of investments, including bank accounts	No		Interest rates low, low risk investments
3.7	Is 'two councillor signatures' rule applied for payment orders?	Yes		Payments sheet is signed by 2 Members and Clerk effects payments by bank transfer. <u>Recommend:</u> that checking is done by a Member/member of staff before transfer is made.
3.8	If credit / debit / prepaid cards in use, are proper procedures in place?	No		
3.9	Electronic and physical records backed up	Yes		IT support contract

#### 4. Budgetary controls

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
4.1	Was a budget adopted and	Yes	On website	

	minuted?			
4.2	Were the objectives of the reserves identified?	Yes	<p>Note that overall level of reserves at end of year is low in relation to Precept (recommended level of reserves end of year is minimum of 1 to 1.5 x Precept)..</p> <p>The general reserve is high.</p> <p><u>Recommend:</u> review of earmarked reserves to to increase E/Rs where necessary to (1) ensure sufficient funds for future maintenance/development of Council assets (2) take advantage of opportunities which may arise, ie, institute a sinking fund (3) start contingency fund to mitigate risk of unexpected liabilities, eg, uninsured losses.</p> <p>References in FC Minutes, but no statement of I/E attached to Minutes</p> <p><u>Recommend:</u> statements of income and expenditure are attached to Minutes for greater transparency. Council may wish to consider changing their financial software.</p> <p>These are identified on end of year summary, and Clerk was able to explain all variances.</p>	
4.3	Did the council regularly compare the actual income and expenditure to the budget? As detailed in the financial regulations.	Yes		
4.4	Are any significant unexplained variances from budget minuted?	Not seen		

## 5. Payroll

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
5.1	Do all staff have a contract of employment?	Yes		

5.2	Do salaries paid agree with those approved by Council?	Yes		
5.3	Has the Council registered as an employer with HMRC and have PAYE / NIC been properly dealt with (including year-end procedures)?	Yes	Payrolls UK	
5.4	Minimum wage paid?	Yes		
5.5	Are Councillor's allowances and expenses properly authorised & controlled (LARGE COUNCILS)?	Yes	Mayor's allowance £1500, agreed by Council 21/6/18	
5.6	Pension provision – eligible employees offered pension scheme?	Yes	All staff are either LGPS or NEST	

#### 6. Year-end procedures

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
6.1	Bank reconciliation: - (a) Original bank statement(s) seen? - (b) RFO's reconciliation?	Yes Yes	RFO's reconciliation is presented to Full Council regularly throughout the year. Note	

				previous auditor's recommendation that these be signed by Member.	
6.2	Where appropriate, debtors and creditors properly recorded? (LARGE ONLY)	Yes			
6.3	Council as a whole to consider the year-end accounts	Yes		At Full Council 18/6/18 (for 17-18), Minute 18/19 - 161	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council and published on website (mandatory for councils with turnover under £25,000)	Yes		At Full Council 18/6/18 (for 17-18), Minute 18/19 - 160	
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council	Yes		At Full Council, 18/6/18 for 17-18, Minute 18/19 - 162	
6.6	Previous internal audit – action taken where recommended? Internal Audit page published on website (mandatory for councils with turnover under £25,000)	Yes		17-18 Internal Audit discussed at Full Council 18/6/18  Interim audit done November 2018: financial statements are now produced specifically for the Watson Hall in respect of its status as a charitable trust.	
6.7	Previous external	Yes		At Full Council, 10/12/18, Minute 18/19 – 292.	

	audit – action taken where recommended?			
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7. Other matters

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
7.1	<b>Policies in place for compliance with GDPR?</b>	Yes	Privacy Notice dated May 2018 on website  Discussed at Full Council, 21/5/18 (Minute 18/19-132)	
7.2	Is the Council a Managing Trustee	Yes	Watson Hall (at least in part)  The exact legal status of the Watson Hall is a complex matter and specialist legal advice is being sought. Meanwhile the Council is fulfilling its duties as a managing trustee in ensuring that the charitable objects are met, the building is properly maintained and operated, and separate financial reports are produced.	

8	<b>PROCEDURES</b>			
8.1	<b>Minutes – DPs or other interests recorded?</b>	Yes	Interests are recorded but type of interest not identified (eg DPI or personal)  Recommend: type of interest is recorded	
8.2	Minutes published on website in draft form within one month?	Yes		
8.3	Minutes initialled on each page and final page signed	Yes		



	Minutes generally	Comment	There has been retrospective approval of payments, in some cases there is a lengthy period between payment and approval (eg, 21/5/18 of February payments). However, the Clerk has improved procedures so that this has now been resolved.  Council approves payments on basis of a payments sheet which is tabled but which is not put on website or appended to the Minutes.  <u>Recommend:</u> show total of payments on the payments sheet and state this within the Minutes so that the payments sheet and Minutes are clearly tied together.	
8.4	Compliance with Transparency Code/guidance?	Yes	Publication of items over £500	
8.5	List of members' interests held?	Yes		
8.6	Were books made up to date?	Yes		
8.7	Agendas signed and displayed 3 clear days' prior	Yes		
8.8	Summons issued in proper format?	Yes		

9	<b>SAMPLING</b>	Meets requirements?	Internal Auditor's comments	For use by Council
9.1	Is income properly recorded and	Yes	Till rolls from Tudor Bar were seen.	

9.2	promptly banked?			
	Audit trail for selected sample transactions?	Yes		

**Tewkesbury Town Council**  
**Year End Working Document**  
**Year ending 31/03/2019**

Last Year <u>InclExp</u>	<u>Income</u>	A	B		C	A - B + C
		<u>Receipts</u>	<u>Last Years</u>	<u>Adjustments</u>	<u>This Years</u>	<u>Income</u>
	MOORINGS	3,900.16	0.00		143.00	4,043.16
	SEVERN HAM	33,205.25	0.00		0.00	33,205.25
	ENVIRONMENT & AMENITIES	5,657.05	0.00		0.00	5,657.05
	FINANCE	280,095.06	0.00		0.00	280,095.06
	BUILDINGS - TOWN HALL	14,869.93	0.00		194.40	15,064.33
	BUILDINGS - WATSON HALL	17,246.52	0.00		38.00	17,284.52
	BUILDINGS - WAR MEMORIAL	50.00	0.00		0.00	50.00
	MAYOR'S CHARITY	4,879.85	0.00		0.00	4,879.85
	Restated	0.00	2,520.16		0.00	-2,520.16
		<b>359,903.82</b>	<b>2,520.16</b>		<b>375.40</b>	<b>357,759.06</b>

Last Year <u>InclExp</u>	<u>Expense</u>	<u>Payments</u>	B		C	<u>Expense</u>
			<u>Last Years</u>	<u>Adjustments</u>	<u>This Years</u>	
	MAYOR'S CHARITY	5,000.00	0.00		0.00	5,000.00
	BUILDINGS - WAR MEMORIAL	3,555.00	0.00		0.00	3,555.00
	MOORINGS	1,248.98	0.00		0.00	1,248.98
	SEVERN HAM	21,971.77	0.00		0.00	21,971.77
	ENVIRONMENT & AMENITIES	40,832.55	0.00		3,048.44	43,880.99
	FINANCE	44,302.05	0.00		3,126.84	47,428.89
	STAFFING	137,109.12	0.00		34.92	137,144.04
	BUILDINGS - MUSEUM	8,025.42	0.00		0.00	8,025.42
	BUILDINGS - TOWN HALL	18,803.21	0.00		0.00	18,803.21
	BUILDINGS - WATSON HALL	30,331.00	0.00		3,753.19	34,084.19
	Restated	0.00	21,128.00		0.00	-21,128.00
		<b>311,179.10</b>	<b>21,128.00</b>		<b>9,963.39</b>	<b>300,014.49</b>

**Tewkesbury Town Council**  
**BALANCE SHEET**  
31/03/2019

<i>(Last) Year Ended</i> 31 Mar 2018		<i>(Current) Year Ended</i> 31 Mar 2019
<b>£</b>	<b>CURRENT ASSETS</b>	<b>£</b>
0.00	Stocks and stores	1,800.00
0.00	Work in progress	0.00
2,520.16	Debtors (Net of provision for doubtful debts)	715.80
1,500.00	Payments in advance	0.00
28,200.52	VAT Recoverable	18,870.48
0.00	Temporary lendings (investments)	0.00
191,220.89	Cash in hand	249,275.65
223,441.57	<b>TOTAL ASSETS</b>	270,661.93
	<b>CURRENT LIABILITIES</b>	
22,628.00	Creditors	12,103.79
<u><b>200,813.57</b></u>	<b>NET ASSETS</b>	<u><b>258,558.14</b></u>
	<b>Represented by:</b>	
128,204.55	General fund Balance	141,414.18
	<b>Reserves:</b>	
0.00	Capital	0.00
72,609.02	Earmarked	117,143.96
0.00	Adjustments	0.00
<u><b>200,813.57</b></u>		<u><b>258,558.14</b></u>

The above statement represents fairly the financial position of the council as at 31 Mar 2019

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

**Tewkesbury Town Council**  
**Income & Expenditure Account**  
01/04/2018 to 31/03/2019

(Last) Year Ended  
31 Mar 2018

(Current) Year Ended  
31 Mar 2019

**Income**

MOORINGS	4,043.16
SEVERN HAM	33,205.25
ENVIRONMENT & AMENITIES	5,657.05
FINANCE	280,095.06
BUILDINGS - TOWN HALL	15,064.33
BUILDINGS - WATSON HALL	17,284.52
BUILDINGS - WAR MEMORIAL	50.00
MAYOR'S CHARITY	4,879.85
Restated	-2,520.16
	<b><u>£357,759.06</u></b>

**Expense**

MAYOR'S CHARITY	5,000.00
BUILDINGS - WAR MEMORIAL	3,555.00
MOORINGS	1,248.98
SEVERN HAM	21,971.77
ENVIRONMENT & AMENITIES	43,880.99
FINANCE	47,428.89
STAFFING	137,144.04
BUILDINGS - MUSEUM	8,025.42
BUILDINGS - TOWN HALL	18,803.21
BUILDINGS - WATSON HALL	34,084.19
Restated	-21,128.00
	<b><u>£300,014.49</u></b>

**General Fund**

<b>100,442.45</b>	Balance at 01 Apr 2018	<b>128,204.55</b>
351,545.21	ADD Total Income	357,759.06
<u>451,987.66</u>		<u>485,963.61</u>
328,088.35	DEDUCT Total Expenditure	300,014.49
<u>123,899.31</u>		<u>185,949.12</u>
-4,489.94	Transfer to/from Reserves	44,534.94
<b><u>£128,204.55</u></b>	Balance at 31 Mar 2019	<b><u>£141,414.18</u></b>

Transfers:

General Fund to Earmarked Reserve £44,534.94

**Tewkesbury Town Council**  
**ADJUSTMENTS FOR THE YEAR ENDING 31/03/2019**

<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>		<u>Code</u>	
Bar Supplies	Cellar Supplies	Tudor Bar	15.00
Bar Supplies	Cellar Supplies	Tudor Bar	54.00
Bar Supplies	Cellar Supplies	Tudor Bar	905.88
Bar Supplies	Cellar Supplies	Tudor Bar	79.99
Bar Supplies	Cellar Supplies	Tudor Bar	101.96
Bar Supplies	Cellar Supplies	Tudor Bar	417.39
Bar Supplies	Cellar Supplies	Tudor Bar	67.69
Bar Supplies	Cellar Supplies	Tudor Bar	536.78
Bar Supplies	Cellar Supplies	Tudor Bar	34.98
Bar Supplies	Cellar Supplies	Tudor Bar	1,589.52
Photocopier Lease	CF Corporate	Photocopier	2,118.68
IT Support	Chariton Networks	Telephone, IT	75.00
Pension March	Nest	Salaries	34.92
CCTV Annual Support &	Redhand	CCTV	3,025.00
Bar Shutter	Shades & Shutters	Watson Hall R&M	1,750.00
Orders of Service	Tewkesbury Abbey	Civic Services/Xmas	175.00
Legal Fees	Thomson & Bancks	Legal	758.16
Supplies	Handyman Centre	Derek Graham R&M	23.44
			<b>£11,763.39</b>
<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>		<u>Code</u>	
Venue Hire	Tewkesbury Town Band	Watson Hall Income	100.00
Venue Hire	C,C&C	Town Hall Income	168.00
Moorings Rental	G Andrews	Moorings Income	45.50
Moorings Rent	A Hilton	Moorings Income	97.50
Venue Hire	Infinity Pole Dance	Watson Hall Income	140.00
Venue Hire	C Midlane	Watson Hall Income	28.00
Venue Hire	Country Markets	Town Hall Income	136.80
			<b>£715.80</b>
<u>Received in Advance - Decrease Income</u>		<u>Code</u>	
Venue Hire	Battlefield Society	Town Hall Income	62.40
Venue Hire	V Berlinska	Watson Hall Income	55.00
Venue Hire	RNLI Chelt & Tewkes Branch	Town Hall Income	48.00
Venue Hire	J Wilks	Watson Hall Income	175.00
			<b>£340.40</b>
<u>Stocks and Stores (over £1,000 in value) - Decrease Expenditure</u>		<u>Code</u>	
Bar Stock	Cellar Supplies	Tudor Bar	1,800.00
			<b>£1,800.00</b>



EARMARKED RESERVE	Y/E 2016/17	17/18 MOVEMENT	Y/E 2017/18	18/19 MOVEMENT	Y/E 2018/19	DETAILED USE
Buildings - Museum	£130.00	£0.00	£130.00	£0.00	£130.00	Maintenance
Buildings - Museum	£0.00	£2,530.00	£2,530.00	£0.00	£2,530.00	R&M facade
Buildings - Town Hall Garden	£250.00	£0.00	£250.00	£0.00	£250.00	To develop the garden as a public space for rent
Buildings - Town Hall	£0.00	£3,692.06	£3,692.06	-£3,692.06	£0.00	Corn Exchange floor replacement
Moorings - Prior's court	£9,894.23	£10,000.00	£19,894.23	£0.00	£19,894.23	Development of derelict moorings
E&A - Warwick Place Playpark	£9,094.00	£14,180.00	£23,274.00	£0.00	£23,274.00	Replacement playpark equipment
E&A - Noticeboards	£1,000.00	£1,000.00	£2,000.00	£0.00	£2,000.00	Community & park noticeboards
E&A - CCTV	£2,550.00	£0.00	£2,550.00	-£2,550.00	£0.00	Grant from PCCO
E&A - Derek Graham Playpark	£0.00	£495.00	£495.00	£0.00	£495.00	Repairs
E&A - Youth	£0.00	£2,525.00	£2,525.00	£0.00	£2,525.00	Survey and provision of facilities
Finance - Asset Management Project	£3,821.00	£0.00	£3,821.00	£0.00	£3,821.00	Valuations
Finance War Memorial	£0.00	£5,307.73	£5,307.73	£0.00	£5,307.73	R&M (money transferred into main a/c from close war memorial a/c)
Severn Ham	£6,140.00	£0.00	£6,140.00	£0.00	£6,140.00	Refurbishment of footpath on Severn Ham
E&A - Derek Graham Playpark				£1,571.00	£1,571.00	Replacement benches
E&A - CCTV				£625.00	£625.00	Gloucester Road CCTV
E&A - Tree Maintenance				£760.00	£760.00	Tree survey
E&A - Street Furniture				£1,500.00	£1,500.00	Repairs to the Smart Clock
E&A - Spring Gardens - R&M				£2,164.00	£2,164.00	New doors at Spring Gardens
E&A - Gloucester Road - R&M				£1,219.00	£1,219.00	New doors at Gloucester Road
E&A - Noticeboards				£1,500.00	£1,500.00	Lincoln Green Lane Noticeboard
E&A - Warwick Place				£8,976.00	£8,976.00	Warwick Place Refurbishment
E&A - Youth Budget				£2,475.00	£2,475.00	Supporting holiday playschemes
E&A - Bus Shelter R&M				£1,222.00	£1,222.00	Repairs to Crescent Bus Shelter
Finance - Regalia				£1,494.00	£1,494.00	Repairs to Mayor's chain
Finance - Website Costs				£2,160.00	£2,160.00	Ongoing website development
Finance - Professional				£1,942.00	£1,942.00	VAT advice re: Watson Hall
Finance - Legal				£6,839.00	£6,839.00	Ongoing legal advice
Finance - Elections				£1,000.00	£1,000.00	Elections
Finance - Tourism & Marketing				£1,172.00	£1,172.00	Production of town guide and purchase of marketing items and materials
Finance - Newsletter				£500.00	£500.00	Production of newsletter / annual guide
Severn Ham - Weeding				£2,000.00	£2,000.00	Dock spraying
Severn Ham - Tree Maintenance				£5,000.00	£5,000.00	Tree survey
B&M - Museum R&M				£3,975.00	£3,975.00	Window repairs
B&M - War Memorial R&M				£250.00	£250.00	War memorial repairs
B&M - Moorings R&M				£2,433.00	£2,433.00	St Mary's Lane Moorings
<b>TOTAL</b>	<b>£32,879.23</b>	<b>£39,729.79</b>	<b>£72,609.02</b>	<b>£44,534.94</b>	<b>£117,143.96</b>	
				£50,777.00		

## Payees Approved for Direct Debit/Standing Order Payments June 2019

<b>Organisation</b>	<b>Purpose</b>		<b>Committee</b>
CF Corporate	Photocopier	DD	Finance
Charlton Networks	IT Support Services, web address and antivirus	DD	Finance
Ames	Pest Control - moorings	DD	B&M
Digital Telecom Ltd.	Telephone & Broadband Supply & Support	DD	Finance
TBC	Business Rates	DD	B&M & E&A
Squeaky	Electricity Provider	DD	B&M & E&A
Inty	Office 365	DD	Finance
NEST Pension	Pension Payments x 2	DD	Finance
CNG	Gas for Town Hall & Watson Hall	DD	B&M
Waterplus	Water Rates	DD	Finance
Initial Rentokil	Hygiene services	DD	Finance
Cellar Supplies (Cheltenham) Ltd	Bar Supplies	DD	B&M

## Tewkesbury Town Council

### Fixed Assets and Long Term Investments

Asset Description	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
<b>BUILDINGS</b>						
Watson Hall	1,249,626.00					
Contents	22,931.00					
	<u>1,272,557.00</u>					
<b>BUILDINGS - MUSEUM</b>						
Museum	549,830.00					
	<u>549,830.00</u>					
<b>BUILDINGS - TOWN HALL</b>						
Town Hall	1,053,652.00					
Town Hall Contents	319,554.00					
	<u>1,373,206.00</u>					
<b>BUILDINGS - WAR MEMORIAL</b>						
Memorials	55,846.00					
	<u>55,846.00</u>					
<b>BUILDINGS - WATSON HALL</b>						
Public Toilets Saffron Road	23,034.00					
Watson Contents	29,572.00					
	<u>52,606.00</u>					
<b>ENVIRONMENT &amp; AMENITIES</b>						
Public Toilets Glos Road	85,024.00					
Public Toilets Oldbury Road	126,728.00					
Play Eqmnt	100,000.00					
Grit Spreaders x 3	900.00					
CCTV	43,674.00					

**Tewkesbury Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bus Shelters		65,000.00					
Smart Clock		10,000.00					
		<u>431,326.00</u>					
<b>FINANCE</b>							
Regalia		90,000.00					
Movable IT Equipment		2,753.00					
Town Band Instruments		73,461.00					
		<u>166,214.00</u>					
<b>MOORINGS</b>							
Moorings		33,037.00					
		<u>33,037.00</u>					
<b>Grand Total:</b>		<b>3,934,622.00</b>					