

## MINUTES

### *of the*

**Extra-ordinary Full Council meeting held on 27<sup>th</sup> June 2019**

***In the Council Chamber at the Town Hall, High Street, Tewkesbury***

**Present:** Cllrs T Walker (Chair), K Brennan, P Aldridge, C Cody, K Powell, A Rudge, C Danter G Preedy, S Raywood, J Raywood, M Sztymiak

**In attendance:** D Hill (Town Clerk); J King (Assistant Town Clerk)  
3 members of the public

**19/20 - 033 To receive apologies for absence**

Apologies for absence were received from Cllr Davis (working) & Cllr V Smith (conflicting meeting), Cllr Carter (working).

**19/20 - 034 To receive declarations of interest**

None received.

**19/20 - 035 To consider requests for dispensation**

None requested.

**19/20 - 036 Public participation**

A member of the public made the following statements regarding the internal audit report:

1.7 Internal checkers – believe that the Council only had two last year, previous internal audit recommended a quarterly check by members.

1.8 Public land and buildings - Watson Hall has an asset value but is not registered for business rates.

2.5 Petty cash – lots of councils do not use petty cash.

5.2 Salaries paid agreed with those agreed by Council. This is agreed by committee rather than Full Council.

Annual Internal Audit Report - Section M – did not meet its responsibility as a trustee.

Annual Governance Statement - Point 8 – Member of public does not believe that the moorings dispute has been taken into account or the trustee status of the Watson Hall.

**19/20 - 037 To receive the internal audit report and to note recommendations from the Finance Committee meeting held on 19<sup>th</sup> June 2019**

The Town Clerk gave an overview of the internal audit review and the review that took place at the Finance Committee last week.

1.1 Reviewing standing orders and financial regulations. Councillors volunteered to be part of the review at last Full Council meeting.

1.4 Report recommends a review of spending limits for emergency powers.

3.7 When online payments are made, it is recommended that two people check them before the confirmation button is pressed, to double check the figures. This has been implemented already.

4.2 The internal auditor felt that the general reserve is high. The committee feels that the general reserve is about right, given the level of earmarked reserves and the projects that are currently underway.

4.3 Statements of income and expenditure are attached to minutes – committee feels that this is addressed through attaching them to the agenda pack.

**Action:** Town Clerk to check whether income and expenditure statements need to be attached to the minutes or whether the agenda pack is sufficient.

4.3 Financial software – Town Clerk is currently examining the options for a new software package as there are significant limitations with the current software.

8.1 Interest – when an interest is recorded it is recommended that whether it is a personal or pecuniary interest is also noted.

8.3 Minutes – it is recommended that the total of payments on the payments list be stated in the minutes to clearly tie the payments and minutes together. This has already been implemented and the format of the payments list has been changed to reflect this.

A Councillor asked about 6.6 regarding the Watson Hall Charitable Trust.

The Town Clerk stated that historically it had formed part of the Buildings & Moorings reports as it was looked after by that Committee. From the start of this financial year, the Watson Hall now appears as a separate report, but remains under the Buildings & Moorings Committee.

A Councillor asked if this report could be circulated to all Councillors, the Town Clerk advised that it forms part of the reports that accompany all Buildings & Moorings agenda packs and is circulated to all Councillors as part of this.

The Town Clerk reminded the trustees that the Town Council as a body is the trustee of the George Watson Memorial Hall, not individual Councillors. This limits liability to the Town Council, rather than individuals.

The internal audit report and recommendations from the Finance Committee were noted.

#### **19/20 - 038 To consider and approve the Annual Governance Statement 2018/19**

The Town Clerk provided an update on the Annual Governance Statement and the lengthy discussions that had been had with the internal auditor around the Watson Hall and the charitable trust. Last year in the Annual Governance Statement, point 9, the Council responded no. This year, given the legal advice that is currently being sought and the investigations that are taking place, the Council is discharging its' duty and therefore the Internal Auditor recommended that the Council should answer yes this year. The Town Clerk read out the Annual Governance Statement and Councillors agreed with answering yes to all statements.

When returning the Annual Governance Statement, notes will be included regarding the concerns with the George Watson Memorial Hall Trust, but will state that the situation has been discussed with the Internal Auditor and that the Council has followed their advice.

It was RESOLVED to approve the Annual Governance Statement 2018/19.  
Proposed by Cllr Aldridge, seconded by Cllr Danter. Motion carried.

**19/20 - 039 To approve the Balance Sheet and Income & Expenditure Account for the financial year ended 31<sup>st</sup> March 2019**

A Councillor stated that they would like the Income & Expenditure figures from the previous year for comparison. The Town Clerk advised that the reports are automatically generated within Scribe and will check the format with the company.

**Action:** Town Clerk to circulate Income & Expenditure from 2017/18 for comparison.

It was RESOLVED to approve the Balance Sheet and Income & Expenditure Account for the financial year ended 31<sup>st</sup> March 2019

Proposed by Cllr Brennan, seconded by Cllr Aldridge. Motion carried.

**19/20 - 040 To consider and approve the Accounting Statement 2018/19**

The Internal Auditor recommended that box 11 should state no, as it is known that within the £3,934,622 of fixed assets it includes part of the Watson Hall that is held in trust. This explanation will be included with the submission of the accounting statement.

It was RESOLVED to approve the Accounting Statement 2018/19.

Proposed by Cllr J Raywood, seconded by Cllr Brennan. Motion carried.

There being no further business, the meeting closed at 6.28pm.

Signature of Chairman upon approval of the minutes ..... 8<sup>th</sup> July 2019