

MINUTES
of the
Finance Committee meeting held on 19th June 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs T Walker (Chair), K Brennan, C Danter, J Raywood, S Raywood

In attendance: D Hill (Town Clerk), two members of the public

F.19.001 To receive apologies

Cllr Aldridge

F.19.002 To receive declarations of interest

Cllr Walker declared an interest in item 20 (minute ref: F.19.020)

F.19.003 To receive dispensations

The Town Clerk granted a dispensation to Cllr Walker in respect of the declaration relating to minute reference F.19.020 due to needing to remain quorate.

F.19.004 To approve the Minutes of the Finance Committee meeting held on 2nd May 2019

Proposed by Cllr Danter, seconded by Cllr J Raywood. It was RESOLVED to approve the Minutes of the Finance Committee meeting.

F.19.005 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.18.155 VOIP Telephone System – analogue phone now purchased

F.18.182 Aged creditors & debtors – typographical error now corrected

F.18.186 Year end & internal audit – 17/18 Part 3 information now removed from the website

Historic VAT reclaim – payment of £13,748 received from HMRC

F.19.006 To receive correspondence relating to the Finance Committee

Letter received from HOPP

F.19.007 Public Participation

- When will a complete 2018/19 Watson Hall account be available
Post meeting note: accounts for 2018/19 will be available for public inspection and details on how to inspect will be published on the website and posted in the noticeboard at the Town Hall
- Would the Council please specifically confirm recognition of the historic status of the Watson Hall and thus end any confusion in accounting practice
Post meeting note: the Town Council is in the process of confirming the historical acquisition of land and buildings that now forms the Watson Hall
- Annual return should not contain figures relating to the Watson Hall
- The Town Council should hold at least one Trustee meeting per year

- GDPR not adopted in Standing Orders
- Why is the Town Council still using petty cash
- Where are cleaning & maintenance costs recorded for the Watson Hall
- Issues with Watson Hall accounting
- Confusion regarding the status of the Watson Hall
- Publication of minutes on the website

F.19.008 To review bank reconciliations for April & May 2019

The bank reconciliations were reviewed.

F.19.009 To review aged debtors and creditors reports

The reports were reviewed and discussed.

Action: Town Clerk to check whether purchase order 8 is still required.

F.19.010 To review income & expenditure reports for April 2019

The income and expenditure reports were reviewed.

F.19.011 To review budget reports

The budget reports were reviewed.

Action: Town Clerk to check expenditure against Town Hall Garden income.

F.19.012 To receive and discuss the Internal Audit Report for 2018/19

The Internal Audit Report for 2018/19 was reviewed and the recommendations contained within the report were discussed.

- Standing Orders & Financial Regulations to be reviewed. Spending authorities and petty cash will be reviewed at this time
- Check to be made by an officer or member before online payments are confirmed
- Earmarked reserves to be reviewed in October/November
- Format of payments list amended and now produced in Excel to enable to total to be reported at each meeting
- Member to also sign bank reconciliations
- Type of interest to be recorded in minutes
- Consider attaching statements of income and expenditure to minutes. The whole agenda pack is now published online

F.19.013 To receive and discuss year end accounts for 2018/19

The year end accounts for 2018/19 were received.

F.19.014 To discuss reserves (general and earmarked) as at 31st March 2019

The reserves were reviewed.

F.19.015 To review the bank mandate for the main account and the Mayor's charity account

Cllr Workman to be removed from the bank mandate for the main account and Cllr Walker to be added.

Cllr Walker to be added to the Mayor's charity account.

F.19.016 To agree internal control checkers for 2019/20

Cllr J Raywood is happy to continue as an internal control checker for 2019/20.

Action: add to Full Council agenda in July.

F.19.017 To review payments made by direct debit
Payments made by direct debit were reviewed.

F.19.018 To review the asset register
The summarised version of the asset register was reviewed. It was noted that the description against Watson Hall may be duplicated. The detailed asset register is to be reviewed for accuracy as part of the internal control checks and figures to be checked back to the totals in Scribe.

F.19.019 To consider and agree grant applications from outside bodies
It was RESOLVED to approve the following grant payments:
Tewkesbury Town (North) Residents Association £400.00 – proposed by Cllr Danter, seconded by Cllr J Raywood.
Repair Cafe £200.00 – proposed by Cllr Walker, seconded by Cllr Brennan.

F.19.020 To agree the payments list
It was RESOLVED to agree the payments list.
A total expenditure of £49,026.25 was authorised on the payment list. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

There being no further business the meeting closed at 7.26pm

Signature of Chairman upon approval of the minutes 25th July 2019