

**MINUTES**  
*of the*  
**Finance Committee meeting held on 20<sup>th</sup> August 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, P Aldridge

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

- F.19.039 To receive apologies**  
None received.
- F.19.040 To receive declarations of interest**  
Cllr Danter re: payments list - expenses (ref: F.19.054).
- F.19.041 To receive dispensations**  
None received.
- F.19.042 To approve the Minutes of the Finance Committee meeting held on 25<sup>th</sup> July 2019**  
Deferred to next meeting.
- F.19.043 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
Deferred to next meeting.
- F.19.044 To receive correspondence relating to the Finance Committee**  
No correspondence received.
- F.19.045 Public Participation**  
There was no public participation.
- F.19.046 To review bank reconciliations for July 2019**  
The bank reconciliations were reviewed.  
**Action:** Town Clerk to see if past Town Mayor's name can be removed from main account.
- F.19.047 To review aged debtors and creditors reports**  
The reports were reviewed and discussed.  
**Action:** Invoice 159 to be cancelled.
- F.19.048 To review income & expenditure reports for July 2019**  
The income and expenditure reports were reviewed.
- F.19.049 To review budget reports**  
The budget reports were reviewed.

- F.19.050 To consider and agree grant applications from outside bodies**  
 It was RESOLVED to award a grant of £100 to HOPP to cover costs of producing a banner on the condition that the Town Council logo appears on the banner.  
 Proposed by Cllr Walker, seconded by Cllr J Raywood.
- F.19.051 To review the Internal Control check carried out in July**  
 Deferred to next meeting.
- F.19.052 To receive an update from the Town Clerk regarding the installation of the new finance system**  
 The Town Clerk advised that the new finance system had been installed and trainings had taken place over a period of three days. The Finance Officer was undertaking a data entry exercise to upload all the current year's data on to the new system. The Committee wished to extend thanks to the Finance Officer for her hard work.
- F.19.053 To approve the attendance of the Town Clerk at the South West Challenge on 3<sup>rd</sup> October 2019**  
 It was RESOLVED to approve the attendance of the Town Clerk at the South West Challenge on 3<sup>rd</sup> October 2019 including an overnight stay on 2<sup>nd</sup> October at a total cost of £363.67.  
 Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- F.19.054 To agree the payments list**  
 It was RESOLVED to approve the payments list to a value of £13,072.12.  
 Proposed by Cllr Aldridge, seconded by Cllr Brennan.

There being no further business the meeting closed at 12.08 pm

Signature of Chairman upon approval of the minutes ..... 3<sup>rd</sup> October