

**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
MONDAY 7TH OCTOBER 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 **Monday 7th October commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
2nd October 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 25th July & 20th August 2019
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Finance Committee
 - i. Email received from Tewkesbury Town (North) Residents' Association
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 the bank reconciliations for August 2019
9. To review income & expenditure/budget reports for August 2019
10. To review the internal control checks carried out in July 2019
11. To consider and agree grant applications from outside bodies
12. To review the recent grant awarded to HOPP
13. To agree to add Spa Security and Soundwave Audio Ltd. to the retained contractors list
14. To retrospectively approve expenditure relating to the exhibition held in the Town Hall for Heritage Open Days
15. To discuss and agree the new petty cash process
16. To review the External Auditor Report for 2018/19

17. To agree the payments list

18. To discuss and agree on a draft committee budget for Financial Year 2020/21
and to consider the budget requirements for 2021/22 and 2022/23

MINUTES
of the
Finance Committee meeting held on 25th July 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.19.021 To receive apologies
None received.

F.19.022 To receive declarations of interest
Cllr Danter re: proposal from Tewkesbury Rotary Club (ref: F.19.038).

F.19.023 To receive dispensations
None received.

F.19.024 To approve the Minutes of the Finance Committee meeting held on 19th June 2019
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
It was RESOLVED to approve the Minutes of the Finance Committee meeting.

F.19.025 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.19.009 – Purchase Order - Not required and deleted

F.19.011 – Budget Report - related to lawn mower, has been moved to Town Hall garden expenditure

F.19.026 To receive correspondence relating to the Finance Committee
No correspondence received.

F.19.027 Public Participation
There was no public participation.

F.19.028 To review bank reconciliations for June 2019
The bank reconciliations were reviewed.
Action: Town Clerk to check amount to be transferred to saving account.

F.19.029 To review aged debtors and creditors reports
The reports were reviewed and discussed.
Action: Authority to write off 65 if required – Approval given by Cllr Brennan and Cllr Aldridge.
Correct name of invoice 36.
Invoice 27 has been paid.
Invoices 11 & 41 duplicated.

- F.19.030 To review income & expenditure reports for June 2019**
The income and expenditure reports were reviewed.
Query raised re: Town Hall income for June.
- F.19.031 To review budget reports**
The budget reports were reviewed.
- F.19.032 To agree a date for the internal control checking**
Cllrs J Raywood & S Raywood to carry out internal control checking on 26th July 2019 due to the availability of other nominated members.
- F.19.033 To discuss and agree the purchase of additional bicorn and tricorn hats and any additional requirements for the Mayoral hat**
It was RESOLVED to purchase one Mayoral bicorn and two tricorn hats.
Proposed by Cllr J Raywood, seconded by Cllr Danter.
- F.19.034 To discuss and agree whether to purchase the Asset Inventory System from Rialtas Business Solutions**
It was RESOLVED to purchase the Asset Inventory System from Rialtas Business Solutions. Proposed by Cllr Brennan, seconded by Cllr S Raywood.
Action: Look into cemetery package – Buildings & Moorings
- F.19.035 To consider and agree grant applications from outside bodies**
The Committee considered a grant application from HOPP.
Action: Request more information on income so far from coffee mornings.
- F.19.036 To agree the payments list**
It was RESOLVED to approve the payments list to a value of £6,311.00.
Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.19.037 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 on the agenda.**
It was RESOLVED that 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 on the agenda.
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.038 To discuss a proposal from Tewkesbury Rotary Club regarding 20.21**
The proposal was discussed.
Action: Invite Andrew Turner to attend next Finance Committee meeting.

There being no further business the meeting closed at 7.10pm

Signature of Chairman upon approval of the minutes 15th August 2019

MINUTES
of the
Finance Committee meeting held on 20th 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 25th 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 3rd October 2019**
It was RESOLVED to approve the attendance of the Town Clerk at the South West Challenge on 3rd October 2019 including an overnight stay on 2nd 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 3rd October

Bank Reconciliation Statement as at 30/09/2019
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	28/08/2019	5	279,627.74
			279,627.74
Unpresented Cheques (Minus)			Amount
24/04/2019 EP012	D N Fire Systems		2,958.00
24/04/2019 DD002	Utility Warehouse		19.79
01/05/2019 May19	Altek Midlands Environmental S		28.00
05/07/2019 STD ORD	Tewkesbury Borough Council		412.00
01/08/2019 142113	Altek Midlands Environmental S		28.00
31/08/2019 Std Ord	Inty Cascade		52.50
09/09/2019 7995	Vale Pianos		114.00
10/09/2019 BACS	John Coghlan's Quo		1,250.00
10/09/2019 C DANTER	Christine Danter		51.51
10/09/2019 GCC	Gloucester County Council		2,230.91
10/09/2019 HMRC	HMRC		1,240.48
			8,385.19
			271,242.55
Receipts not Banked/Cleared (Plus)			
30/04/2019 Square			23.40
17/09/2019 501193			60.00
17/09/2019 501193			128.60
			212.00
			271,454.55
			265,772.31
			Balance per Cash Book is :-
			5,682.24
			Difference Excluding Adjustments is :-

Adjustments to Reconciliation

20/06/2018	2285	Expenses	1.66
14/02/2019	2361	Road Closure	100.00
12/03/2019	DD	Gas Watson H	239.76
31/03/2019	EP	Bus Shelter Cleaning	10.00
31/03/2019	DD	Water Bill	192.93
31/03/2019	DD	Water Bill	223.02
31/03/2019	DD	Water Bill	12.77
31/03/2019	DD	Staff Costs	172.00
31/03/2019	EP	Stationery	34.26
31/03/2019	DD	Bar Supplies	1,907.42
31/03/2019	DD	Bar Supplies	41.98
31/03/2019	DD	Bar Supplies	644.14
31/03/2019	DD	Bar Supplies	81.23
31/03/2019	DD	Bar Supplies	500.87
31/03/2019	DD	Bar Supplies	122.35
31/03/2019	DD	Bar Supplies	95.99
31/03/2019	DD	Bar Supplies	1,087.06

Bank Reconciliation Statement as at 30/09/2019
for Cashbook 1 - Current Bank A/c

			<u>Amount</u>	<u>Balances</u>
31/03/2019	DD	Bar Supplies	64.80	
31/03/2019	DD	Bar Supplies	5.00	
31/03/2019	2371	Community Grants	145.00	
30/04/2019			0.00	
20/08/2019			0.00	
				5,682.24
				<u>0.00</u>
				Unreconciled Difference is :-

**Bank Reconciliation Statement as at 09/08/2019
for Cashbook 2 - Lloyds Bank - Mayor's Charity**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	09/07/2019	3	243.29
			<u>243.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			243.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			243.29
		Balance per Cash Book is :-	243.29
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2019
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2019	2	119.98
			<u>119.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			119.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			119.98
		Balance per Cash Book is :-	119.98
		Difference is :-	0.00

Time: 12:06

Bank Reconciliation up to 31/08/2019 for Cashbook No 3 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/08/2019	CASH	1.00		1.00		R <input type="checkbox"/>	Poundland
09/08/2019	CASH	0.90		0.90		R <input type="checkbox"/>	Morrisons
15/08/2019	CASH	2.00		2.00		R <input type="checkbox"/>	Poundland
21/08/2019	CASH	1.00		1.00		R <input type="checkbox"/>	Poundland
		<u>4.90</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 30/08/2019
for Cashbook 4 - Lloyds Bank - Savings A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/08/2019	2	51,288.58
			<hr/> 51,288.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			51,288.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			51,288.58
		Balance per Cash Book is :-	51,288.58
		Difference is :-	0.00

Time: 14:36

Bank Reconciliation up to 30/08/2019 for Cashbook No 4 - Lloyds Bank - Savings A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/08/2019	BACS		31.54	31.54		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>31.54</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

All Cost Centres Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Staffing								
4000 Staff Salary	9,945	46,472	94,162	47,690		47,690	49.4%	
4030 PAYE and NI	0	1,205	7,823	6,618		6,618	15.4%	
4040 Pension	53	232	19,876	19,644		19,644	1.2%	
4050 Staff Mileage & Benefits	0	198	100	(98)		(98)	198.0%	
4060 Councillor Travel	0	0	1	1		1	0.0%	
4070 Staff other Expenses	418	793	1	(792)		(792)	79260.0%	
4080 FM Contractor	2,779	11,963	24,225	12,262		12,262	49.4%	
4090 Payroll Processing	37	148	750	602		602	19.7%	
4100 Professional Fees	0	0	3,500	3,500		3,500	0.0%	
4110 Training	364	644	2,500	1,856		1,856	25.7%	
Staffing :- Indirect Expenditure	13,595	61,655	152,938	91,283	0	91,283	40.3%	0
Net Expenditure	(13,595)	(61,655)	(152,938)	(91,283)				
120 Finance								
1076 Precept	0	150,644	301,288	150,644			50.0%	
1090 Interest Received	32	162	250	88			64.7%	
1100 Grants & Donations Received	0	28,526	1	(28,525)			2852638%	
1990 Other Income	0	27	1	(26)			2739.0%	
Finance :- Income	32	179,360	301,540	122,180			59.5%	0
4100 Professional Fees	223	723	3,500	2,777		2,777	20.7%	
4150 Mayors Allowance	0	1,500	1,500	0		0	100.0%	
4160 Bank Charges	13	33	60	27		27	55.8%	
4170 Audit Fees	0	392	2,000	1,608		1,608	19.6%	
4180 Legal Fees	0	2,994	12,000	9,007		9,007	24.9%	
4190 Subscriptions & Memberships	250	2,871	4,000	1,129		1,129	71.8%	
4200 Insurance	25	6,463	6,000	(463)		(463)	107.7%	
4210 Stationery & Consumables	76	787	1,600	813		813	49.2%	
4211 Stamps	0	101	0	(101)		(101)	0.0%	
4212 Milk	2	4	0	(4)		(4)	0.0%	
4213 Coffee/Tea	2	7	0	(7)		(7)	0.0%	
4220 Telephone & Broadband	224	2,409	4,000	1,591		1,591	60.2%	
4221 Cutlery	0	26	0	(26)		(26)	0.0%	
4230 Photocopier	0	(1,457)	2,500	3,957		3,957	(58.3%)	
4240 Website	0	0	350	350		350	0.0%	
4250 IT	44	487	1	(486)		(486)	48739.0%	
4260 Publications	0	0	200	200		200	0.0%	
4270 Newsletter	0	0	500	500		500	0.0%	
4280 Events & Services	0	175	3,200	3,025		3,025	5.5%	

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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

All Cost Centres Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4290 Regalia	0	0	2,000	2,000		2,000	0.0%	
4300 Civic	0	567	1,000	433	250	183	81.7%	
4310 Tourism & Marketing	0	0	380	380		380	0.0%	
4320 Town Crier	0	1,000	1,000	0		0	100.0%	
4330 Grants Paid	0	2,035	10,000	7,965		7,965	20.4%	
4340 Section 137 Expenditure	0	0	1	1		1	0.0%	
4350 Elections	0	0	1,000	1,000		1,000	0.0%	
4990 Sundries	0	(63)	7,000	7,063		7,063	(0.9%)	
Finance :- Indirect Expenditure	859	21,056	63,792	42,736	250	42,486	33.4%	0
Net Income over Expenditure	(827)	158,304	237,748	79,444				
<u>130 Mayor's Charity</u>								
1200 Mayor's Charity Income	0	130	1	(129)			13000.0	
Mayor's Charity :- Income	0	130	1	(129)			13000.0	0
4410 Mayor's Charity Expenditure	0	4,280	1	(4,279)		(4,279)	428000.	
Mayor's Charity :- Indirect Expenditure	0	4,280	1	(4,279)	0	(4,279)	428000.	0
Net Income over Expenditure	0	(4,150)	0	4,150				
<u>200 Moorings</u>								
1300 Moorings Income	1,021	2,403	5,500	3,097			43.7%	
Moorings :- Income	1,021	2,403	5,500	3,097			43.7%	0
4450 Maintenance	1,336	1,612	3,000	1,388		1,388	53.7%	
4460 Rates	125	623	1,500	877		877	41.5%	
4470 Mooring Leases	0	0	100	100		100	0.0%	
4480 Projects	0	4	5,000	4,996		4,996	0.1%	
4550 Water	18	30	0	(30)		(30)	0.0%	
4590 Projects	0	88	0	(88)		(88)	0.0%	
Moorings :- Indirect Expenditure	1,479	2,357	9,600	7,243	0	7,243	24.6%	0
Net Income over Expenditure	(458)	47	(4,100)	(4,147)				
<u>210 Museum</u>								
4450 Maintenance	0	152	4,000	3,848		3,848	3.8%	
4500 Running Costs	0	0	8,000	8,000		8,000	0.0%	
Museum :- Indirect Expenditure	0	152	12,000	11,848	0	11,848	1.3%	0
Net Expenditure	0	(152)	(12,000)	(11,848)				

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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

All Cost Centres Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Town Hall								
1400 Garden Income	0	70	50	(20)			140.9%	
1410 Town Hall Income	1,835	5,489	14,000	8,511			39.2%	
Town Hall :- Income	1,835	5,559	14,050	8,491			39.6%	0
4450 Maintenance	1,785	10,168	10,000	(168)		(168)	101.7%	
4460 Rates	412	2,476	4,000	1,524		1,524	61.9%	
4550 Water	189	412	675	263		263	61.1%	
4560 Electric	68	68	1,500	1,432		1,432	4.5%	
4570 Gas	33	553	2,500	1,947		1,947	22.1%	
4580 Garden Expenditure	0	424	250	(174)		(174)	169.5%	
4590 Projects	0	0	12,000	12,000		12,000	0.0%	
4990 Sundries	0	1	3,498	3,497		3,497	0.0%	
Town Hall :- Indirect Expenditure	2,487	14,102	34,423	20,321	0	20,321	41.0%	0
Net Income over Expenditure	(652)	(8,543)	(20,373)	(11,830)				
230 War Memorial								
1450 Fundraising	0	0	50	50			0.0%	
1990 Other Income	0	0	1	1			0.0%	
War Memorial :- Income	0	0	51	51			0.0%	0
4450 Maintenance	0	0	250	250		250	0.0%	
War Memorial :- Indirect Expenditure	0	0	250	250	0	250	0.0%	0
Net Income over Expenditure	0	0	(199)	(199)				
300 Play Parks								
1500 Grants & Donations Received	0	15,050	1	(15,049)			1505000	
1510 Warwick Place Improvements	0	0	15,000	15,000			0.0%	
Play Parks :- Income	0	15,050	15,001	(49)			100.3%	0
4195 Health & Safety	0	1,500	0	(1,500)		(1,500)	0.0%	
4450 Maintenance	0	237	0	(237)		(237)	0.0%	
4590 Projects	965	965	40,500	39,535	800	38,735	4.4%	
4600 Maintenance - Derek Graham	0	2,789	2,000	(789)		(789)	139.4%	
4610 Maintenance - Mitton	0	96	1,000	904		904	9.6%	
4620 Maintenance - Warwick Place	0	27,339	1,500	(25,839)		(25,839)	1822.6%	27,239
Play Parks :- Indirect Expenditure	965	32,925	45,000	12,075	800	11,275	74.9%	27,239
Net Income over Expenditure	(965)	(17,875)	(29,999)	(12,124)				
6000 plus Transfer from EMR	0	27,239						
Movement to/(from) Gen Reserve	(965)	9,363						

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Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

All Cost Centres Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Spring Gardens								
1530 Spring Gardens Income	281	1,343	3,000	1,657			44.8%	
Spring Gardens :- Income	281	1,343	3,000	1,657			44.8%	0
4450 Maintenance	31	1,007	3,000	1,993		1,993	33.6%	
4460 Rates	300	1,495	3,000	1,505		1,505	49.8%	
4550 Water	0	604	2,000	1,396		1,396	30.2%	
4560 Electric	72	425	650	225		225	65.3%	
4590 Projects	0	0	2,000	2,000		2,000	0.0%	
Spring Gardens :- Indirect Expenditure	403	3,531	10,650	7,119	0	7,119	33.2%	0
Net Income over Expenditure	(122)	(2,188)	(7,650)	(5,462)				
320 Gloucester Road								
1550 Gloucester Road Income	182	791	1,500	709			52.7%	
Gloucester Road :- Income	182	791	1,500	709			52.7%	0
4450 Maintenance	0	120	1,750	1,630		1,630	6.9%	
4460 Rates	228	1,143	2,200	1,057		1,057	52.0%	
4550 Water	175	368	650	282		282	56.6%	
4560 Electric	40	185	400	215		215	46.2%	
Gloucester Road :- Indirect Expenditure	443	1,816	5,000	3,184	0	3,184	36.3%	0
Net Income over Expenditure	(261)	(1,025)	(3,500)	(2,475)				
330 Cleaning & Consumables								
4450 Maintenance	0	125	0	(125)		(125)	0.0%	
4700 Cleaning & Maintenance Equip	134	421	1,500	1,079		1,079	28.1%	
4710 Combined Consumables	82	264	2,500	2,236		2,236	10.6%	
4720 Hygiene Contract	0	827	1,200	373		373	68.9%	
Cleaning & Consumables :- Indirect Expenditure	216	1,637	5,200	3,563	0	3,563	31.5%	0
Net Expenditure	(216)	(1,637)	(5,200)	(3,563)				
340 Outside Spaces								
4450 Maintenance	0	165	0	(165)		(165)	0.0%	
4750 CCTV	0	0	6,000	6,000		6,000	0.0%	
4755 Tree Maintenance	0	0	3,000	3,000		3,000	0.0%	
4760 Street Furniture & Clock	182	189	4,000	3,811	600	3,211	19.7%	
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	0.0%	
4770 Youth Budget	1,909	1,909	1	(1,908)		(1,908)	190856.	
4775 Insurance - Arrivall	0	268	250	(18)		(18)	107.4%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

All Cost Centres Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4780 Bus Shelter	170	1,925	1,000	(925)		(925)	192.5%	
4785 GIS	0	0	650	650		650	0.0%	
4790 Grass Cutting	237	710	2,840	2,130		2,130	25.0%	
4795 Notice Boards	0	1,100	1	(1,099)	1,181	(2,280)	228080.	
Outside Spaces :- Indirect Expenditure	2,497	6,266	18,742	12,476	1,781	10,695	42.9%	0
Net Expenditure	(2,497)	(6,266)	(18,742)	(12,476)				
400 Planning								
1600 CIL Income	0	0	140	140			0.0%	
Planning :- Income	0	0	140	140			0.0%	0
4715 Comm & Display Equipment	0	0	2,000	2,000		2,000	0.0%	
4810 Outreach	0	0	500	500		500	0.0%	
Planning :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Income over Expenditure	0	0	(2,360)	(2,360)				
500 Seven Ham								
1620 Hay Auction	0	167	190	23			87.8%	
1630 Single Payment	0	0	13,000	13,000			0.0%	
1640 Wayleaves	0	0	695	695			0.0%	
1700 Fishing Rights	1,500	1,500	1,500	0			100.0%	
1710 Natural England	0	0	22,248	22,248			0.0%	
Seven Ham :- Income	1,500	1,667	37,633	35,966			4.4%	0
4450 Maintenance	0	7	0	(7)		(7)	0.0%	
4550 Water	0	0	250	250		250	0.0%	
4850 Commoners Grazing Compensation	0	(14,925)	2,000	16,925		16,925	(746.2%)	
4855 Hay Sowing Project	0	0	10,000	10,000		10,000	0.0%	
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	0.0%	
4865 Auction Fees	0	0	450	450		450	0.0%	
4870 Weeding	0	0	2,500	2,500		2,500	0.0%	
4875 Tree Conservation	0	0	5,000	5,000		5,000	0.0%	
4880 Ancillary Management	0	0	4,000	4,000		4,000	0.0%	
4885 Nesting Project	0	0	2,000	2,000		2,000	0.0%	
4890 Carver Knowles	0	600	2,250	1,650		1,650	26.7%	
4895 Cross Compliance Consultant	0	0	500	500		500	0.0%	
4900 Conservation Advisor	1,250	2,500	5,250	2,750		2,750	47.6%	
4905 Footpath Repairs	0	0	3,000	3,000		3,000	0.0%	
4910 Seven Ham Compensation	0	0	1	1		1	0.0%	
Seven Ham :- Indirect Expenditure	1,250	(11,817)	39,201	51,018	0	51,018	(30.1%)	0
Net Income over Expenditure	250	13,484	(1,568)	(15,052)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

All Cost Centres Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Watson Hall								
1800 Watson Hall Income	397	6,773	15,000	8,227			45.2%	
1810 Leases	0	20,000	20,150	150			99.3%	
1820 Tudor Bar Income	2,069	11,157	1	(11,156)			1115722	
1830 Events Income	0	5,033	1	(5,032)			503341.	
Watson Hall :- Income	2,466	42,964	35,152	(7,812)			122.2%	0
4280 Events & Services	478	5,264	1	(5,263)	2,937	(8,200)	820132.	
4450 Maintenance	1,241	6,280	8,000	1,720		1,720	78.5%	
4550 Water	0	208	500	292		292	41.6%	
4560 Electric	251	1,004	1,000	(4)		(4)	100.4%	
4570 Gas	42	254	2,500	2,246		2,246	10.2%	
4590 Projects	0	9,284	15,000	5,716		5,716	61.9%	
4950 Tudor Bar	722	5,145	1	(5,144)		(5,144)	514523.	
4955 Bar Wages	0	2,327	0	(2,327)		(2,327)	0.0%	
4990 Sundries	8	285	0	(285)		(285)	0.0%	
Watson Hall :- Indirect Expenditure	2,742	30,051	27,002	(3,049)	2,937	(5,986)	122.2%	0
Net Income over Expenditure	(276)	12,913	8,150	(4,763)				
700 Memorial Benches								
4725 Memorial Benches	70	70	0	(70)		(70)	0.0%	
Memorial Benches :- Indirect Expenditure	70	70	0	(70)	0	(70)		0
Net Expenditure	(70)	(70)	0	70				
Grand Totals:- Income	7,316	249,267	413,568	164,301			60.3%	
Expenditure	27,007	168,081	426,299	258,218	5,768	252,450	40.8%	
Net Income over Expenditure	(19,690)	81,186	(12,731)	(93,917)				
plus Transfer from EMR	0	27,239						
Movement to/(from) Gen Reserve	(19,690)	108,425						

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

TEWKESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N.A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/2019

and recorded as minute reference:

19/20 - 038

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.TEWKESBURYTOWNCOUNCIL.GOV.UK

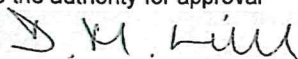
Section 2 – Accounting Statements 2018/19 for

TEWKESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	177,341	200,813	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	273,041	280,687	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	77,742	77,072	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	95,302	131,675	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	232,009	168,339	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	200,813	258,558	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	191,220	249,275	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,854,151	3,934,622	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

27/06/2019

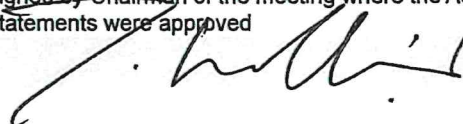
I confirm that these Accounting Statements were approved by this authority on this date:

27/06/2019

as recorded in minute reference:

19/20 - 040

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Tewkesbury Town Council - GL0227**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has not addressed the 'except for' matters raised by the external auditor when qualifying the prior year annual return. The Council has not restated the prior year figures in Boxes 2 and 3, as reported in the prior year External Auditor Report, these figures should read £268,805 and £81,978 respectively

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- The response given in Section 2 Box 11 is incorrect. According to the UK Charity Commission, Tewkesbury Town Council acts as a trustee for George Watson Memorial Hall and the Anglo American Garden of Remembrance and Riverside Walk. Hence, the response to Section 2 Box 11 should be 'Yes'. Information received from the Town Council suggests that trust fund transactions and balances have not been excluded from the figures in Section 2, and that is the reason for the 'No' response.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)