

MINUTES
of the
Finance Committee meeting held on 5th November 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.19.073 To receive apologies

None received.

F.19.074 To receive declarations of interest

Cllrs Brennan and Aldridge re: F.19.085 as members of Tewkesbury in Bloom.

F.19.075 To receive dispensations

None required.

F.19.076 To approve the Minutes of the Finance Committee meeting held on 7th October 2019

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 7th October 2019, subject to a small amendment to typographical error in item 19.072. Proposed by Cllr J Raywood, seconded by Cllr Brennan.

F.19.077 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.19.029 Outstanding debts – Invoices 22 & 23 to be written off – Proposed by Cllr J Raywood, seconded by Cllr Walker. **Action:** Town Clerk to investigate invoice 62.

F.19.034 RBS cemetery package – Review once asset register system is installed.

F.19.038 Rotary Club proposal – Ongoing - carry forward to next meeting.

F.19.046 Bank signatory change – **Action:** Town Clerk to liaise with Cllr Walker.

F.19.062 Bank reconciliation – Names have been changed, other actions ongoing

F.19.064 Internal control checks – Town Clerk has added their comments and will be filed with next review

F.19.078 To receive correspondence relating to the Finance Committee

None received.

F.19.079 Public Participation

There was no public participation.

F.19.080 To review bank reconciliations for September 2019

The bank reconciliations were reviewed.

F.19.081 To review income & expenditure / budget reports for to 30th September 2019

The income and expenditure / budget reports were reviewed.

- F.19.082 To consider and agree grant applications from outside bodies**
It was RESOLVED to award a grant of £600 to Tewkesbury Town Band.
Proposed by Cllr Brennan, seconded by Cllr Danter
- F.19.083 To discuss and agree whether to proceed with the valuations of civic chains owned by the Town Council**
It was RESOLVED to proceed with the valuation of the four chains and to take impressions of the mayoral chain, at a cost of up to £1,200.
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- F.19.084 To agree to hold a Civic Service on 13th September 2020 and associated expenditure**
Members agreed to plan to hold a Civic Service on 13th September, subject to confirmation of costs being received from the Abbey.
Action: Town Clerk to clarify the costs associated with holding a Civic Service.
- F.19.085 To consider a request for Tewkesbury in Bloom to purchase planters on their behalf**
Cllrs Aldridge and Brennan left the room.
It was RESOLVED to purchase twelve planters on behalf of Tewkesbury in Bloom at a cost of £250 each, therefore totalling £3,000. The planters will be included on Tewkesbury Town Council's asset register, but the Town Council shall not be liable for replacement or repair of the planters.
Proposed by Cllr J Raywood, seconded by Cllr Danter.
Action: Town Clerk to confirm decision to Tewkesbury in Bloom.
- F.19.086 To authorise a transfer from the business account to the 32-day notice account**
It was RESOLVED to move £36,000 from the business account to the 32-day notice account. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.19.087 To agree to setup a direct debit with Square to enable refunds to be made by card.**
It was RESOLVED to set up a direct debit with Square to enable refunds to be made by card. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.088 To review the draft committee budget figures for 2020/21**
Councillors expenses budget to be increased by £500 to £600. Mayors Allowance to be reduced by £500 to £1,500.
- F.19.089 To agree the payments list**
It was RESOLVED to approve the payments list to a value of £6,698.18.
Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.090 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 this 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 this agenda.

Proposed by Cllr Aldridge, seconded by Cllr Brennan.

F.19.091 To agree a recommendation from the Staffing Committee to extend the Facilities Management contract to 60 hours per week for 50 weeks per year

It was RESOLVED to approve the recommendation from the Staffing Committee to extend the Facilities Management contract to 60 hours per week for 52 weeks per year.

Proposed by Cllr Brennan, seconded by Cllr J Raywood.

Action: Town Clerk to make an FOI request to Tewkesbury Borough Council regarding street and alley cleansing.

It was RESOLVED to suspend standing orders to complete item F.19.076

Proposed by Cllr S Raywood, seconded by Cllr Danter

F.19.092 To agree a recommendation from the Staffing Committee to recruit an Administrative Assistant for 20 hours per week

It was RESOLVED to approve the recommendation from the Staffing Committee to recruit an Administrative Assistant for 20 hours a week on a fixed term contract until 31/3/2021. The post will be subject to a six-month probation period.

Proposed by Cllr J Raywood, seconded by Cllr Brennan.

There being no further business the meeting closed at 8.50pm

Signature of Chairman upon approval of the minutes 28th November 2019