

MINUTES
of the
Finance Committee meeting held on 13th January 2020
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan, P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

In attendance: D Hill (Town Clerk) and one member of the public

- F.19.113 To receive apologies**
Apologies received from Cllr Walker (health)
- F.19.114 To receive declarations of interest**
None received.
- F.19.115 To receive dispensations**
None required.
- F.19.116 To approve the Minutes of the Finance Committee meeting held on 28th November 2019**
Subject to adding Cllr Bowman to attendance list, it was RESOLVED to approve the Minutes of the Finance Committee meeting held on 28th November 2019. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- F.19.117 Matters arising from the Minutes – for information only in relation to matters not on the agenda**
F.19.046 Bank signatory change – to be reviewed as required
F.19.084 Civic Service Costs – **Action:** Town Clerk to follow up
F.19.091 Street & Alley Cleaning – carry forward to next meeting
F.19.100 - Mop Fair money has now been paid into Mayor's Charity Account
F.19.108 – Planning laptop is not covered by anti-virus software. **Action:** Town Clerk to liaise with Charlton Networks regarding appropriate cover.
- F.19.118 To receive correspondence relating to the Finance Committee**
None received.
- F.19.119 Public Participation**
A member of the public voiced concern over changes made to the draft Financial Regulations. In particular concerning the perceived moving of powers from Full Council to Committees such as the ability for any committee to suspend Financial Regulations. Other concerns surrounded the inclusion of payments lists within minutes, wording surrounding the use and protection of PINs and passwords and the lack of a separate bank account for the George Watson Hall Memorial Trust.
- F.19.120 To review bank reconciliations for November 2019**
The bank reconciliations were reviewed.

- F.19.121 To review finance reports for November 2019**
The finance reports for November 2019 were reviewed. **Actions:** Town Clerk to establish why all expenditure on the budget report is described as indirect expenditure. **Action:** Town Clerk to check what invoice 1108 relates to.
- F.19.122 To consider and agree grant applications from outside bodies**
None received.
- F.19.123 To agree a process for petty cash withdrawals**
Petty cash withdrawals will be added to future finance agendas as appropriate. If petty cash is required between meetings, then an email will be sent to all members of the Finance Committee.
- F.19.124 To agree to transfer a total of £14,456.34 from the 32-day account to the main account**
It was RESOLVED to transfer £14,456.34 from the 32-day notice account to the main account. Proposed by Cllr Danter, seconded by Cllr Aldridge. **Action:** Town Clerk to process the transfer.
- F.19.125 To agree a process and the timing of payments to GAB Services**
It was RESOLVED to pay GAB Services by monthly standing order the monthly cost of the annual contract on the 14th day of each month. Any additional authorised work undertaken will be paid on receipt of the appropriate invoice. Proposed by Cllr Aldridge, seconded by Cllr Brennan. **Action:** Town Clerk to liaise with Finance Assistant to set up the standing order.
- F.19.126 To agree a recommendation to Full Council for the budget for Financial Years 2020/21, 2021/22 and 2022/23 and the precept request for 2020/21**
The draft committee budgets were discussed and reviewed and the use of general reserves was also discussed. It was noted that all committees had undertaken thorough budget preparation and as such it was agreed not to make any further changes to the budget and to refer the matter to Full Council for further discussion with the precept showing an increase of around 11%.
- F.19.127 To consider and agree a new photocopier contract**
Deferred until the next meeting.
- F.19.128 To review draft Financial Regulations and agree to recommend adoption to Full Council**
Amendments were made to sections 11.1 a) ii), 18.2, 6.10 and 4.1. It was agreed to recommend adoption to Full Council.
- F.19.129 To consider the business case and agree the purchase of a screen for the Court Room**
The committee considered the business case but could not agree on the current proposal to purchase a display screen for the Court Room. Requirements to be re-considered such as the option of a mobile screen.

F.19.130 To consider a request from Cllr Brennan to purchase an additional shield for Remembrance Parade

This request was supported. **Action:** Town Clerk to arrange purchase as it is assumed the shield will be within the Clerk's delegated authority.

F.19.131 To agree the payments list

It was RESOLVED to approve the payments list to the value of £10,559.12.
Proposed by Cllr Danter, seconded by Cllr Aldridge.

There being no further business the meeting closed at 8.35pm

Signature of Chairman upon approval of the minutes 13th January 2020