

**MINUTES**  
*of the*  
**Finance Committee meeting held on 30<sup>th</sup> 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.19.132 To receive apologies**  
Apologies received from Cllr Walker (health)
- F.19.133 To receive declarations of interest**  
None received.
- F.19.134 To receive dispensations**  
None required.
- F.19.135 To approve the Minutes of the Finance Committee meeting held on 13<sup>th</sup> January 2020**  
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 13<sup>th</sup> January 2020. Proposed by Cllr Aldridge, seconded by Cllr Danter.
- F.19.136 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
**F.19.084 Civic Service Costs** – £150 for organist, £15 per hour for Parish Rooms  
**F.19.091 Street & Alley Cleaning** – referred to Environment & Amenities Committee  
**F.19.108** – Planning laptop is not covered by anti-virus software – **Action:** Charlton Networks installing when next on-site.  
**F.19.121 Finance Reports** – All expenditure in the public sector is described as indirect expenditure. Invoice 1108 relates to re-charging for utilities.  
**F.19.124 Transfer from 32 day account** – complete.  
**F.19.125 Payments to GAB** – Standing Order to take effect from 14<sup>th</sup> February 2020 - complete.  
**F.19.130 Additional Remembrance Shield** – complete.
- F.19.137 To receive correspondence relating to the Finance Committee**  
None received.
- F.19.138 Public Participation**  
None received.
- F.19.139 To review bank reconciliations for December 2019**  
The bank reconciliations were reviewed.
- F.19.140 To consider and agree grant applications from outside bodies**  
It was RESOLVED to award £210.00 to Chatty Thursday.  
Proposed by Cllr J Raywood, seconded by Cllr Brennan.

- F.19.141 To retrospectively approve the purchase of two chairs for the office at a cost of £308**  
It was RESOLVED to retrospectively approve the purchase of two chairs for the office at a cost of £308.00. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.142 To agree to replace the desktop computer in the Reception office due to failure of the motherboard rendering the computer unusable**  
It was RESOLVED to replace the desktop computer in the Reception office due to failure of the motherboard rendering the computer unusable at a cost of £730.00 including cables, setup and secure disposal of the old desktop.  
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.143 To note that the Severn Ham Committee will be registering the title of the Severn Ham with HM Land Registry, incurring legal costs associated with this**  
The above was noted.
- F.19.144 To agree to pay Diversity Business Services Ltd by monthly standing order**  
It was RESOLVED to agree to pay Diversity Business Service Ltd by monthly standing order. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.19.145 To consider and agree a new photocopier contract**  
It was RESOLVED to award the contract to Digital Copier Systems for an 18-month period. Proposed by Cllr Brennan, seconded by Cllr Bowman.
- F.19.146 To agree a name for the new Remembrance Parade shield**  
The new Remembrance Parade shield will be called the 'Deputy Town Mayor's Shield'
- F.19.147 To review draft Financial Regulations and agree the next steps**  
The draft Financial Regulations will be referred back to the Working Group.
- F.19.148 To agree the payments list**  
It was RESOLVED to approve the payments list totalling £9,499.36.  
Proposed by Cllr Aldridge, seconded by Cllr Danter.

There being no further business the meeting closed at 7.34pm

Signature of Chairman upon approval of the minutes ..... 27<sup>th</sup> February 2020