



TEWKESBURY TOWN COUNCIL

MINUTES
of the
Finance Committee meeting held on 2nd May 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair), P Aldridge, H Burns, J Raywood, S Raywood

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

F.18.174 To receive apologies
Cllr Walker & Cllr Brennan

F.18.175 To receive declarations of interest
Cllr Danter & Cllr Aldridge declared an interest in item 16 (minute ref: F.18.192)

F.18.176 To receive dispensations
The Town Clerk granted a dispensation to Cllrs Danter and Aldridge in respect of the declaration relating to minute reference F.18.192 due to needing to remain quorate

F.18.177 To approve the Minutes of the Finance Committee meeting held on 22nd March 2019
Proposed by Cllr Aldridge, seconded by Cllr Raywood. It was RESOLVED to approve the Minutes of the Finance Committee meeting.

F.18.178 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.18.155 VOIP Telephone System
Town Clerk to purchase a basic analogue phone

It was RESOLVED to adjourn the meeting at 18:18. Proposed by Cllr Aldridge, seconded by Cllr Joanne Raywood.

Meeting recommenced at 18:40

F.18.179 To receive correspondence relating to the Finance Committee
Deferred to the next meeting.

F.18.180 Public Participation
Written questions were received.

F.18.181 To review bank reconciliations for March 2019
The bank reconciliations were reviewed.



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- F.18.182 To review aged debtors and creditors reports**
The reports were reviewed and discussed.
There is a typo on purchase orders 7 & 8.
- F.18.183 To review income & expenditure reports for March 2019**
The payments and receipts reports were reviewed.
- F.18.184 To review budget reports**
The budget reports were reviewed.
- F.18.185 To review the Risk Management Register**
The risk management register was reviewed.
- F.18.186 To receive an update from the town Clerk on financial year end procedures and the internal audit**
Action: 17/18 Part 3 needs to be removed from the website.
- F.18.187 To agree to purchase and install a 60" display screen in the Court Room at the Town Hall for use daily as an information screen and fore presentations; as recommended by the Planning Committee**
Deferred to the next meeting.
- F.18.188 To agree the addition of an e-commerce facility to the Town Council's website**
This is no longer required
- F.18.189 To agree to pay Digital Telecom Ltd by monthly direct debit**
It was RESOLVED to pay Digital Telecom Ltd by monthly direct debit.
Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.18.190 To delegate authority to the Town Clerk to authorise expenditure relating to the organisation of Mayor Making on 20th May 2019**
It was RESOLVED to delegate authority to the Town Clerk to authorise expenditure relating to the organisation of Mayor Making on 20th May 2019.
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.18.191 To agree the payments list**
It was RESOLVED to agree the payments list.
Proposed by Cllr J Raywood, seconded by Cllr Aldridge.
- F.18.192 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**
Proposed by Cllr Aldridge, seconded by Cllr Simon Raywood.



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F.18.193 To consider and agree grant applications from outside bodies

It was RESOLVED to approve the following grant payments:

Tewkesbury Rotary Club £250.00 – proposed by Cllr Aldridge, seconded by Cllr Burns.

Tewkesbury Men’s Club £240.00 – proposed by Cllr Burns, seconded by Cllr J Raywood.

There being no further business the meeting closed at 19:57

Signature of Chairman upon approval of the minutes 19th June 2019