

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 7th October 2019