

MINUTES
of the
Finance Committee meeting held on 5th March 2020
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

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

In attendance: J King (Assistant Town Clerk)

- F.19.149 To receive apologies**
Apologies received from Cllr Walker (health) & Cllr Bowman (personal)
- F.19.150 To receive declarations of interest**
Cllr Danter regarding the Grant Application from Tewkesbury Big Weekend.
- F.19.151 To receive dispensations**
Cllr Danter regarding the Grant Application from Tewkesbury Big Weekend.
- F.19.152 To approve the Minutes of the Finance Committee meeting held on 30th January 2020**
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 30th January 2020. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- F.19.153 Matters arising from the Minutes – for information only in relation to matters not on the agenda**
F.19.108 – Antivirus software has been installed on the planning laptop – complete
- F.19.154 To receive correspondence relating to the Finance Committee**
None received.
- F.19.155 Public Participation**
None received.
- F.19.156 To review the bank reconciliations for January 2020**
The bank reconciliations were reviewed.
- F.19.157 To review finance reports**
The finance reports were reviewed.
- Cllrs requested details of the full costs of the Watson Hall, including the non-attributed costs of the Event Officer and Caretaking. **Action:** Refer to Town Clerk.
- F.19.158 To consider and agree grant applications from outside bodies**
Question raised regarding one grant application. **Action:** Assistant Town Clerk to refer to Democratic Services.
- It was RESOLVED to award £400 to Tewkesbury Big Weekend.
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

F.19.159 To agree the payments list
It was RESOLVED to approve the payments list totalling £17,658.67 in Period 11 & £595.63 in Period 12. Proposed by Cllr Aldridge, seconded by Cllr Danter.

F.19.160 To receive feedback on the Internal Audit held on 3rd & 4th February 2020
Cllrs felt it was an excellent report and a vast improvement on the position three years ago. The minor items raised regarding standing orders and financial regulations are already part of the ongoing review. Ideal position would be for both documents, together with the asset register to be reviewed on an annual basis.

Action: Cllrs wish to add considering a pre-paid charge card to the agenda for next meeting.

F.19.161 To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings Act) 1960 s.1 sub section 2.

It was RESOLVED that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings Act) 1960 s.1 sub section 2. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

F.19.162 To agree the response to a Freedom of Information request

The response to the Freedom of Information request for copies of confidential minutes was agreed.

Proposed by Cllr Brennan, seconded by Cllr S Raywood.

There being no further business the meeting closed at 7.10pm

Signature of Chairman upon approval of the minutes 7th May 2020