

**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
THURSDAY 7TH MAY 2020**


To: Members of Finance Committee: Councillors T Walker, (Chairman), P Aldridge, K Brennan, H Bowman, C Danter, J Raywood and S Raywood

You are summoned to attend a meeting of the Finance Committee which will be held remotely via Zoom **Thursday 7th May 2020 commencing at 2.00pm**

Members of the public and press are welcome to attend.

Zoom meeting id: 934-1777-3971

Zoom meeting password: 982794



Debbie Hill
Town Clerk
30th April 2020

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Finance Committee meeting held on 5th March 2020
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Finance Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review earmarked reserves available in 2019/20 and to agree use, retention or release of these reserves
9. To agree amounts to be earmarked from 2019/20
10. To receive an update from the Town Clerk on the Finance work programme
11. To consider the use of a pre-paid charge card
12. To agree the payments list

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

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Museum Maintenance	6,635.00		6,635.00
321 EMR Town Hall Gardens	250.00		250.00
322 EMR Moorings Prior's Court	22,327.23		22,327.23
323 EMR Warwick Place Playpark	32,250.00	-32,250.00	0.00
324 EMR Noticeboards	3,500.00	-3,500.00	0.00
325 EMR Derek Graham Playpark	2,066.00	-2,066.00	0.00
326 EMR Youth	5,000.00	-2,385.00	2,615.00
327 EMR Asset Management Project	3,821.00		3,821.00
328 EMR War Memorial	5,557.73		5,557.73
329 EMR Severn Ham	6,140.00		6,140.00
330 EMR CCTV	625.00		625.00
331 EMR Tree Maintenance	760.00		760.00
332 EMR Street Furniture	1,500.00		1,500.00
333 EMR Spring Gardens Maintenance	2,164.00	-970.00	1,194.00
334 EMR Gloucester Road Maintenanc	1,219.00	-1,219.00	0.00
335 EMR Bus Shelters	1,222.00		1,222.00
336 EMR Regalia	1,494.00	-1,494.00	0.00
337 EMR Website	2,160.00		2,160.00
338 EMR Professional	1,942.00		1,942.00
339 EMR Legal	6,839.00		6,839.00
340 EMR Elections	1,000.00		1,000.00
341 EMR Tourism & Marketing	1,172.00		1,172.00
342 EMR Newsleter	500.00		500.00
343 EMR Weeding	2,000.00		2,000.00
344 EMR Severn Ham Tree Maint	5,000.00		5,000.00
	117,143.96	-43,884.00	73,259.96

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Finance</u>							
<u>120 Finance</u>							
1076 Precept	0	301,288	301,288	0			
1090 Interest Received	25	454	250	(204)			
1100 Grants & Donations Received	0	40	1	(39)			
1990 Other Income	29	57	1	(56)			
Finance :- Income	<u>54</u>	<u>301,839</u>	<u>301,540</u>	<u>(299)</u>			<u>0</u>
4100 Professional Fees	0	798	3,500	2,702		2,702	
4150 Mayors Allowance	0	1,500	1,500	0		0	
4160 Bank Charges	14	190	60	(130)		(130)	
4170 Audit Fees	0	1,646	2,000	354		354	
4180 Legal Fees	0	17,910	12,000	(5,910)		(5,910)	
4190 Subscriptions & Memberships	521	3,565	4,000	435		435	
4200 Insurance	0	6,577	6,000	(577)		(577)	
4210 Stationery Office Equipment	119	1,481	1,600	119		119	
4211 Contingency	0	5,286	6,000	714		714	
4220 Telephone & Broadband	125	2,937	800	(2,137)		(2,137)	
4230 Photocopier	0	(397)	2,500	2,897		2,897	
4240 Website	0	300	350	50		50	
4250 IT	425	3,959	3,800	(159)		(159)	
4260 Publications	0	52	200	149		149	
4270 Newsletter	0	0	500	500		500	
4280 Events & Services	0	804	3,200	2,396		2,396	
4290 Regalia	0	3,897	2,000	(1,897)		(1,897)	1,494
4300 Civic	156	731	1,000	269		269	
4310 Tourism & Marketing	0	79	380	302		302	
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	2,600	8,000	10,000	2,000		2,000	
4340 Section 137 Expenditure	0	0	1	1		1	
4350 Elections	0	0	1,000	1,000		1,000	
4990 Sundries	18	261	1,000	739		739	
Finance :- Indirect Expenditure	<u>3,978</u>	<u>60,574</u>	<u>64,391</u>	<u>3,817</u>	<u>0</u>	<u>3,817</u>	<u>1,494</u>
Net Income over Expenditure	<u>(3,924)</u>	<u>241,266</u>	<u>237,149</u>	<u>(4,117)</u>			
6000 plus Transfer from EMR	0	1,494					
Movement to/(from) Gen Reserve	<u>(3,924)</u>	<u>242,760</u>					

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>130 Mayor's Charity</u>							
1200 Mayor's Charity Income	0	4,128	1	(4,127)			
Mayor's Charity :- Income	<u>0</u>	<u>4,128</u>	<u>1</u>	<u>(4,127)</u>			<u>0</u>
4410 Mayor's Charity Expenditure	0	5,280	1	(5,279)		(5,279)	
Mayor's Charity :- Indirect Expenditure	<u>0</u>	<u>5,280</u>	<u>1</u>	<u>(5,279)</u>	<u>0</u>	<u>(5,279)</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,152)</u>	<u>0</u>	<u>1,152</u>			
Finance :- Income	54	305,968	301,541	(4,427)			
Expenditure	3,978	65,854	64,392	(1,462)	0	(1,462)	
Net Income over Expenditure	<u>(3,924)</u>	<u>240,114</u>	<u>237,149</u>	<u>(2,965)</u>			
plus Transfer from EMR	0	1,494					
Movement to/(from) Gen Reserve	<u>(3,924)</u>	<u>241,608</u>					
Grand Totals:- Income	54	305,968	301,541	(4,427)			
Expenditure	3,978	65,854	64,392	(1,462)	0	(1,462)	
Net Income over Expenditure	<u>(3,924)</u>	<u>240,114</u>	<u>237,149</u>	<u>(2,965)</u>			
plus Transfer from EMR	0	1,494					
Movement to/(from) Gen Reserve	<u>(3,924)</u>	<u>241,608</u>					